

**Minutes**  
**LIBRARY BOARD MEETING**

Monday  
February 8, 2010  
7:00 P.M.

**Call to order: 7:05**

**Roll Call:** Jan McCrary, Cheryl Palm, Dan Funke, Michelle Stewart, Tammy Carlyle, Christine Gable. Absent- Jo Walters

**Minutes of Regular Meetings January 11, 2010:** Motion to approve by Dan, second by Christine. Motion carried 6 yes/ 0 no

**Correspondence and communications:** None to report

**Librarian's Report:** Director reported that the computer lab was up and running. The issue of the wiring was taken care of and the purchase of 2 new switch boxes brought the internet back up. The staff was working steady to complete the inventory. Each book is being checked to make sure the records are correct. The inventory is expected to be completed by April 30<sup>th</sup>. When ask about the large number of new books on the new materials, Director reported that the books were on order before purchasing was frozen till first check arrived from city.

**Financial Report:** Discussion: Concern about the transfer to Capital Improvement on statement. Dan said he would fix the miss-posting. Motion by Dan, second by Christine to accept January reports with corrections. Motion carried 6 yes/ 0 no

**Old Business**

**Goddard Trustee Manual:** The Board went page by page thru the manual and made the changes that were needed. Board directed the Director to send clean copies by email and that the board would have the final vote at the March meeting.

**New Business**

**Director Evaluation Committee:** Motion was made by Dan that the President and Vice-President get together as a committee and for the other board members to contact them with input for the Director's Evaluation. Second by Michelle. Motion Carried 6 yes/ 0 no

**Accounting Procedure Problems:** Kendra reported issues with the new accounting procedures. Staff is having issues counting the cash drawer and matching the next person who counts. Kendra handed out a detailed list of the issues. The Board feels the staff is not taking the time to do things correctly and recommended that Kendra redesign the

weekly sheet and make all staff aware that the board will be monitoring this issue for the foreseeable future. Board requested a copy of the letter for the staff to be sent to all of them by email.

**As may be presented:**

1. Request for a long range planning discussion next month
2. Request that the Board look at maybe focusing on a section of the library to update or a set of books that could be bought for the Library from the current board.
3. Question of when the board would work on the new policies for the collection company next month
4. Membership in the KTLA for the Library and reimburse the director's membership in KLA were discussed and Dan made a motion and Tammy seconded. Motion carried 6 yes/ 0 no
5. Dan requested that the inventory be completed by April 30.
6. Request for prices for a new computer for the office for next meeting.

Motion to adjourn at 8:30 by Christine, second by Dan. Motion carried

Respectfully submitted by:

Kendra Mork