

Minutes
Library Board Meeting

Monday, August 9, 2010
7:00 P.M.

Roll Call: Dan Funke, Jan McCrary, Jo Walters, Christine Gable, Tammy Carlyle, and Kendra Mork. Absent was Michelle Stewart.

Approval of Agenda: Motion was made by Christy to approve the agenda, seconded by Tammy. Motion carried 5/0.

Minutes of Regular Meeting July 12, 2010: Motion to Approve as read by Tammy, seconded by Jo. Motion carried 5/0.

Correspondence and Communications: None at this time.

Committee Reports: None at this time.

Librarian's Report: Inventory is completed. There are nine items pending. Dan took the report to the city clerk for a check on insurance up to \$100,000. The next goal is to set up a Kansas area. The question is what to do with the encyclopedias. There is a section of the blinds that is broken. The company has been called to fix it. Circulation has started to come down some due to the end of the summer reading program. Inter Library Loans are also down some. Forty-one new cards were issued which is about half the number from last month. There is a list on new materials that had already been ordered and paid for.

Financial Report: There was no grant money in July. Postage costs are up because of the number of past due notices. Payroll is looking on target budget wise. Dan reconciled bank reports due to the bank's sending the statement to the wrong person. Motion to approve July's report made by Dan and seconded by Christy. Motion carried 5/0.

Old Business: Postponed until next month was goal setting and policy changes. One board member brought up the possibility of moving the meetings to Tuesday. We will discuss it next month.

New Business: We met with potential new board member Denise Omli, a former teacher who also has experience in managing budgets. Motion to recommend her to city council made by Christy and seconded by Jan. Motion carried 5/0.

The Past Due Policy in the manual needs clarification. Motion to add the word "certified" to section G, 4b, #4 and insert an example of how the past due procedure works at the end of that paragraph was made by Christy and seconded by Jo. Motion carried 5/0.

Vacation hours need to be revised. Some employees are actually receiving more hours than was planned. The Board wanted time to study the issue and have some suggestions

ready before next month's meeting. Christy moved and Tammy seconded to have an Executive Session for 15 minutes with the Director for personal matters. Motion carried 5/0. After 15 minutes regular session resumed and no binding action was taken.

As May Be Presented: The Board would like to receive policy changes at least three days ahead of the board meetings. We would like to see a picture of the book drop at WSU. The Library may hold a game day one Saturday in September.

Motion to Adjourn: Made by Jo and seconded by Christine. Approved 5/0.