

**Library Board Meeting**  
**Tuesday, April 10, 2012**  
**8:00 PM**

1. **Roll Call:** Jan McCrary, Kendra Mork, Dan Funke, Christine Gable, Jo Walters, Denise Omli, and Tammy Carlyle. Guests: Joe Torske and Ron Sipple.
2. **Approval of Agenda:** Motion made by Christy to add New Board Member Consideration to New Business, seconded by Jan. Approved 6/0. Denise made a motion to approve agenda with corrections seconded by Jan. Approved 6/0.
3. **Minutes of Regular Meeting March 13, 2012:** There was a correction to Jo Walters name on March's minutes. Motion by Jan to approve minutes from March with one correction, seconded by Denise. Approved 5/1(abstention).
4. **Correspondence and Communication:**
  - a. **Circulation Desk:** Denise makes a motion to accept Mr. Torske's bid with the change of side desk wheel chair roll-up and with a 10% contingency. Seconded by Jan. Approved 6/0. Dan will contact Mr. Torske about the plan and the City to take care of any electrical that we will need for the desk.
    - i. **Joe Torske- Trim LLC 8:10:** Mr. Torske came to present his proposal for the circulation design to replace the current circulation desk. The desk would be 14 ft long with two sides that drop down, open shelving, two file cabinets, fans for cooling the computers; cash drawer, book drop, and keyboard pull out. The bid came in at \$5,290.00.
    - ii. **Ron Sipple-Deutschman Furniture & Flooring LLC 8:30:** Mr. Sipple came in to present his proposal for the circulation desk. It is modular and is made up of components with wainscoting covering them. It will have a cash drawer, two lowered counters for better accessibility, book drop, cabinets for storage, and places for computer towers and printers. The bid came in at \$4870.75.
5. **Librarian's Report**
  - a. **Circulation Report:** We had a great month for numbers. Check-outs were high for Spring Break. Computer usage is up, but Kendra thinks that is due to tax season. Interlibrary loan is down. Memorial books and Lion's Club books were purchased and being process. New employee has started and is settling in. Stacie is back from maternity leave. The check forgery problem has been taken care of. Irrigation plan has been approved by the city. It should be in before summer.
6. **Financial Report**
  - a. **Approval of March Reports:** We received our check for the state. It was lower than we budgeted by about \$300. Nothing significant in our out. Christy makes a motion to approve the financial statement. Denise seconded. Approved 6/0
7. **Old Business**

- a. **By-law Changes:** Jan makes the motion to combine the position of Secretary and Treasurer and their duties including the wording in the Policy Manual on page 12 section D. We are also changing the first sentence to reflect the change in the day and time of the monthly board meetings. Seconded by Denise 6/0.
  - b. **Nominations & Election of Officers for 2012:** Jan moves to nominate Christy for the position of Secretary/Treasurer, seconded by Denise. Jan makes a motion to close nomination, seconded by Jo. Approved 6/0. Christy is approved as Secretary/Treasurer 6/0. Christy makes a motion to nominate Jan as Vice President, seconded by Jo. Jo makes a motion to close nomination, seconded by Denise. Approved 6/0. Jan is elected as Vice President 6/0. Denise make the motion to nominate Dan for President, seconded by Jan. Jo make a motion to close nominations, seconded by Jan. Approved 6/0. Dan elected President 6/0
  - c. **Summer Brochure:** Include prized that are giving away. Programs that are going on for Summer Reading. Online registration for Summer Reading and Programs. Bigger emphasis for genealogy.
- 8. New Business:**
- a. **New Board Member:** There has been one person interested in the position of board member. Alexis Vincent is a parent of young children who attend story time. Jo made a motion to make a recommendation to the city to have Alexis Vincent on the library board. Approved 6/0.
- 9. As May Be Presented:** Kendra and Stacie will be at KLC. The library will be opening late April 11 and May 8 for staff to attend a conference.
- 10. Adjournment:** Christy make a motion to adjourn at 9:48 pm. Approved 6/0.