

Library Board Meeting
Tuesday, July 10, 2012
8:05 PM

1. **Roll Call:** Kendra Mork, Christine Gable, Alexis Vincent, Jan McCrary, Tammy Carlyle, and Dan Funke. Absent: excused, Jo Walters and Denise Omli.
2. **Approval of Agenda:** With the added Executive session, Alexis makes a motion to approve the agenda, seconded by Jan. Approved 5/0
3. **Minutes of Regular Meeting June 12, 2012:** Tammy makes a motion to approve the minutes as presented, seconded by Jan. Approved 5/0.
4. **Correspondence and Communications:** The family of Rodger Haynie established a memorial. There has been \$80 given so far.
5. **Librarian's Report**
 - a. **Circulation Report:** The library has been very busy this month. The programs have been well received for summer reading. The sod is in and the sprinkler issues are being taken care of soon. There were 400 sign-ups for summer reading and 30 people who have finished so far. They have established a high school only game night, where they play games, watch movies, or play the Wii. Two adult programs this summer. The Readers' advisory in June. Tips are on the website for what was talked about. Training for the Digital training. There were 6 people here and everything went well. At the end of July there will be a basic scrapbooking class. Two weekends, the first you will learn to make a page and the second weekend they get to make their own. There have been 79 library cards issued this month.
6. **Financial Report**
 - a. **Approval of June Reports:** Christy makes a motion to approve the financial report, seconded by Alexis. Approved 5/0.
7. **Old Business**
 - a. **Landscaping:** Kendra mentioned that there was water leaking in the basement since we were watering 5 times a day. The water has been adjusted to fix the watering problems. Brady's landscaping will be done this week or next week.
 - b. **Computer Order:** The computers are ordered and the final price is \$8,086.90. SCKLS will be in contact Kendra next week to come in to help with set up. Cox has increased the speed to the next level up. Established a 3-year contract at the new level. People are complaining less about the speed.
Had a gentleman from Gateway come in and run some data lines to the desk. Dan asked about wiring in the computer lab. Gateway recommended putting in two switches and eight lines. Cables are \$750 and \$215 for the new switch. We need a bid to do this upgrade. Jan makes a motion to accept the bid from Gateway for \$750 for the wiring and \$215 for the switch, seconded by Alexis. Approved 5/0
8. **New Business**
 - a. **Technology Needs**
 - i. **Printer/Copier:** There were 3 companies that put in a bid. The small units to just replace just the small printer that runs about \$600. There were also bids to a networked printer and copier. With the all in one copier there would be passwords and code to allow printing from any computers. The bid from Xerox

was \$5,520 (outright) or for a 60 month lease it would be \$117.25 a month for an all-in-one machine. The small color printer would be \$680.

The second bid is from Digital Office Systems. For the all-in-one system the cost for leases would be \$123.95 a month. The small color printer would be \$944.

There was not option to buy outright for the all-in-one system.

The last bid was from RICOH. The all-in-one system cost would cost \$4,269 to buy outright, and \$112.71 for a 48 month lease. The price for a small color printer cost would be \$478 or \$668.

Kendra's recommendation would be to stay with RICOH, which is the company that we have been working with for over 11 years. We will like to have RICOH to come out next month to give a presentation.

- ii. **Computer Tables:** The computer tables that we are looking at are 60" x 24" and will hold 2 computers each. The purchase would be for 5 tables costing \$1,307.55. New chairs would also be purchased costing \$1,129.40. The total cost would be \$2,881.95. Alexis makes a motion to purchase the tables and chairs for \$2,881.95, seconded by Jan. Approved 5/0. Tammy makes a motion to have Kendra will dispose of the working computers to the Methodist Church for them to use in their Community Resource program reserving two for the library, the computers that do not work will be recycled, seconded by Jan. Approved 5/0.

9. Executive Session: Christy makes a motion to going into executive session not exceeding 10 minutes. Started at 9:25, ended at 9:33. Tammy makes a motion to approve a pay raise for specific employee, retroactive to the 90 day anniversary, seconded by Jan. Approved 5/0.

10. As may be Presented: On the agenda for next month we want to look at the policy for the hiring policy of the library.

11. Adjournment: motion to adjourn, approved by all. Adjourned at 9:38.