

Library Meeting Minutes
Tuesday, August 14, 2012
8:00pm

1. **Roll Call:** Kendra Mork, Christine Gable, Alexis Vincent, Jan McCrary, Denise Omli, and Dan Funke. Absent: excused, Jo Walters and Tammy Carlyle (came in at 8:39).
1. **Approval of Agenda:** Denise made a motion to approve the minutes as presented and seconded by Jan. Approved 4/0.
2. **Presentation by Ricoh:** Jessica Carey came and presented on the option for the printer and copier options. We discussed the options at the last meeting.
3. **Minutes of Regular Meeting July 10, 2012:** Jan makes a motion to approve the minutes with the corrections, Alexis seconds. Approved 5/0.
4. **Correspondence and Communication:** We received two checks this month. One from Lions Club for the William Allen White books and one from Brent Burdge for a memorial for his mom.
5. **Librarian's Report**
 - a. **Circulation Report:** Attendance and library cards dropped off some this month, but still decent. We are trying to get furniture place. The City is trying to clean up the behind the library. We are having issues with the air conditioner and we are waiting on a part. It will be about a week.
 - b. **Summer Reading Report:** Summer Reading just slipped by and there was not a big bang.
6. **Financial Report**
 - a. **Approval of July Reports:** Christy makes a motion to approve the July reports as presented, seconded by Alexis. Approved 5/0.
7. **Old Business**
 - a. **Landscaping:** Brady is waiting to come in and get plants in. They want to wait until it is cooler to plant.
 - b. **Printer/Copier:** To buy it out right it is \$4,578, to lease it for 4 years was \$6,270. The difference being 1,662. That does not include the copies and user fees. They both have service plans that cover maintenance and supplies for copies. Alexis makes a motion to buy the copier as presented outright for \$4,578, apply for the grant and sell the old copier, Jan seconds. Approved 6/0.
8. **New Business**
 - a. **Hiring Guidelines:** The guidelines for the hiring policy are we cannot hire anyone related to the director. We need to create a guideline for the hiring policy. Alexis, Tammy and Christy are on the committee.
 - b. **Budget Committee:** Dan and Christy will work on budget after next month.
9. **As may be presented:** Nothing at this time.
10. **Adjournment:** Motion to adjournment by Denise, seconded by Jan. 9:12