

Library Board Meeting

Minutes

November 13, 2012

8:02

1. **Roll call:** Jan McCary, Alexis Vincent, Dan Funke, Kendra Mork, Christy Gable, Denise Omli, and Tammy Carlyle Absent: Jo Walters
2. **Approval of Agenda:** Since Tye Klein was not present, Media Concepts presentation was moved after approval of minutes, an executive session was added under *As May Be Presented*, and a discussion for new hours was added under *New Business*. Alexis approved the agenda with the new changes and Jan seconded. 6/0 approval
3. **Approval of Minutes of Regular Meeting October 9, 2012:** Jan moved to accept minutes as presented and Denise seconded. 6/0 approval
4. **Media Concept Presentation:** Tye Klein was unable to attend the meeting due to a family conflict, but the signs were discussed. We decided to order all the signs except for the Vinyl window logo for the hours. We will look at that for the future, but not with the change in times. Tammy made a motion to accept the Media Concept proposal excluding the 3' x 4' vinyl window logo for \$810, seconded by Alexis. 6/0 approval
5. **Correspondence and Communication:** The library is receiving memorials for Kendra's mother, \$310 has been received so far and more is expected. Alexis made a motion to donate \$50 to the memorial fund from the library board, seconded by Jan. 6/0 approval
6. **Librarian's Report:**
 - a. **Circulation Report:** The spooky story time went well. Library attendance is up and so is computer usage. We have had a problem with water in the basement due to the sprinkler system. The city will look at fixing it in the spring when the sprinklers are started again. The thermostat in the basement was fixed and the humidifier needs to be moved or fixed to better remove the extra moisture in the basement.
7. **Financial Report:**
 - a. **Approval of October Reports:** The budget looks good. We are still under in the overall totals and expect to have a rollover this year. Christy made a motion to approve the financial report as presented, seconded by Alexis. 6/0 approval
8. **Old Business**
 - a. **Hiring Guidelines Report:** Nothing to report at this time. We will decide when to meet at the next meeting. Discussion will resume in January.
9. **New Business**
 - a. **Budget Overview and Vote:** The board looked at the proposed budget. We determined that there will be about \$10,000 extra in the budget. \$5000 is designated as rollover and \$5000 will be added to building and grounds changing the line from \$1500 to \$6500. Christy makes a motion to approve the budget with the additions of \$5000 rollover and \$5000 to the building and grounds line in the budget, seconded by Jan. 6/0 approval
 - b. **Sunday Hours:** There have been requests to begin opening on Sunday. The three proposals are:

- i. **Option 1:** Open 1-4 on Sunday from September to May. These would only be school hours and would increase the payroll \$2034 a year. Utilities would also increase, but we do not have a current estimate for that increase.
- ii. **Option 2:** Shift 3 hours from Wednesday morning, opening at 1pm, to accommodate the extra hours on Sunday. Open 1-4 on Sunday.
- iii. **Option 3:** Shift 3 hours from Saturday changing hours to 9-12 instead of 9-3. Sunday open 1-4.
- iv. **Option 4:** Dan offered another option during discussion of changing Wednesday's hour to 12-7 and Saturday hours to 9-2 to have the hours for Sunday. Sunday hours would still be 1-4.

After much discussion Christy makes a motion to open on Sunday starting December 2, from 1-4 for a trial period that will be looked at again at the March meeting, Jan seconded. 6/0 approval

10. As May Be Presented

- a. **Executive Session:** Alexis made a motion to go into executive session for 5 minutes to discuss personnel, seconded by Tammy. In at 9:11 and out at 9:17. No binding action taken during session. Tammy made a motion to resume executive session for 10 more minute to finish discussion of personnel. In at 9:18 and out at 9:28. No binding action was taken during session.
 - i. Tammy makes a motion to accept the recommendation of the board for the raise given after the employee review and the employee will be reevaluated in 90 days, seconded by Denise. 6/0
- b. **Employee Holiday Bonus:** The topic of employee bonuses given by the board was brought up. The discussion was over what to do this year for the employees. Alexis made a motion to give the employees gift cards to Wal-Mart for an amount at the discretion of the president of the board, seconded by Jan. 6/0 approval
- c. **Meeting Times:** The meeting time was brought up and it was decided that everyone would prefer it moved back to Monday at 7. Christy made a motion to change the board meeting time back to the second Monday at 7pm, seconded by Tammy. 6/0 approval

11. Adjournment: Alexis made a movement to adjourn, seconded by Denise. 6/0 approval Dismissed at 9:34