

**Library Board Meeting
Minutes
Monday, May 13, 2013
6:55 PM**

- 1. Attendance:** Dan Funke, Sherelyn French (7:00), Christy Gable, Jan McCrary, Kendra Mork, Becky Phillips and Alexis Vincent. **Absent:** Denise Omli
- 2. Approval of the Agenda:** Christy makes a motion to approve the agenda as presented, seconded by Jan. Approved 5/0
- 3. Minutes of the Regular Meeting April 8, 2013:** Jan makes a motion to approve the minutes from the April 8, meeting, Christy seconds. Approved 5/0
- 4. Correspondence and Communication:** None
- 5. Librarian's Report:**
 - a. It was a busy month. Story Hour has ended. The puppet show had a very large attendance. The collection will be shifting to make room for more large print books. The book drop should be in place in the next week. Kendra has been talking with the company regarding the indoor signs. Lots of new books have been added.
- 6. Financial Report:**
 - a. First SCKLS payment received. Payroll is ahead of budget, but will be fine.
 - b. Becky makes a motion to approve the financial statements as presented, seconded by Christy. Approved 6/0
- 7. Old Business:**
 - a. **Hiring Guidelines Report:** Christy and Alexis state that the section 2.045 Hiring Guidelines is ready for approval by the Board, and that section 3.05 still needs to be finalized. Kendra states that our staff is unusual in their high level of education. There was discussion of the dating of raises. Christy makes a motion to accept the addition of Section 2.045 Hiring Guidelines as written, seconded by Jan. Approved 6/0
 - b. **Sign for Library:** The City has agreed to pay for the electrical to the sign and will add drip irrigation and will pull out the old sign and re-sod that area. Within two weeks the new sign should be in.
 - c. **Inside Book Drop:** Already discussed in Librarian's Report
 - d. **Presentation to the City:** Went very well. Presented the number of patrons from inside and outside of the city limits and presented a current inventory.
- 8. New Business:** Christy makes a motion to allow Kendra to sell the old printer for \$400, seconded by Jan. Approved 6/0
- 9. Executive Session:** Christy makes a motion to go into executive session for 10 minutes to discuss non-elected personnel. Into executive session 7:30, out at 7:38. No binding action was taken. Alexis makes a motion to approve the raise as recommended, seconded by Becky. Approved 6/0

10. As May Be Presented:

- a. Dan requested the anniversary dates of the employees for the next meeting. Also a review of capital improvements and goals for the Library as well as suggestions for new programming.
- b. Becky suggested that we review the policy manual since it has not been formally reviewed since 2009. We will review a section at a time.
- c. Jan suggested that the excess paperback books go to the Goddard High School recycling drive.

11. Adjournment: Christy makes a motion for adjournment, seconded by Jan. Approved 6/0