

Library Board Meeting Minutes

July 11, 2016

7:05 PM

1. **Attendance:** Kendra Mork, Alexis Vincent, Vickie Luthi, Becky Phillips, Dan Funke, Jan McCrary
Absent: Lisa Fouts
2. **Approval of Agenda:** Motion made by Alexis Vincent and seconded by Becky Phillips, approved by all.

Guest – Shane Dent

Mr. Dent spoke about damage to 2 books by the family dog, which were brought into the library. He called to inquire about how to replace the books. He was told that there would be a \$10 processing fee plus the cost of the book, which would be \$4.99 (for one of the books). Although he had looked the cost of the book up in Amazon and it stated it was \$3.95. He sent his child into the library with \$20 to pay the fine. The library clerk gave the boy \$5 and told him “you do not need the penny”. The clerk did not have a penny for change. Mr. Dent expressed a concern if the library charges fines, then they should have change available. He also wanted to know what the \$10 was for. Kendra explained it was a processing fee to cover the cost of repairing or replacing the book. His concern is that the \$10 fine could be too much for some families to pay and that would keep the families from coming to the library. He also stated that he had been in the library on different occasions when he observed the library employees not working. He feels that they have ample time to process these books. The family received a late notice on the second book and when he called the library, he was told that the book was back on the shelf. Kendra did explain that the book was not on the shelf, but misplaced in their work room. Mr. Dent did state that his family will not be returning to the library and he left a \$100 to start a fund to cover processing fees in the future. Also mentioned, our Mission Statement is not posted.

3. **Minutes of June 13, 2016 meeting:** Motion made by Becky Phillips and seconded by Alexis Vincent, approved by all.
4. **Correspondence and Communication:** Thank you card from Sandy's family.
5. **Librarian's Report:** Water in basement.
7. **Financial Report:** Motion made by Alexis Vincent and seconded by Becky Phillips, approved by all.
8. **Old business:** New time keeping methods. Time Q Plus and Power Clock were reviewed. Both cost \$199 and are compatible with our computers. They could be put on the Web for a cost of \$299-499 yearly. Motions made to buy Time Q Plus made by Alexis Vincent, seconded by Becky Phillips and approved by all.
8. **New Business:** Policy Manual Review. Processing fee to be changed to \$5, from \$10. Mission statement needs to be posted on the wall.
 - G. 5. Will have a letter to be sent to anyone explaining our policy on damage/lost books. Will write letter for Goddard Woman's Club for grant application for Heritage Grant. Heritage Grants are intended to support projects to save written history. Motion made by Alexis Vincent and seconded by Becky Phillips, approved by all. No binding action was taken.

9. **As may be presented:** Dan Funke moves to recess into executive session pursuant to non-elected personnel matters (to include the Library Director) and that the Board will re-convene the open meeting in the Library Commons area after 10 minutes. Vickie Luthi made the motion, seconded by Jan McCrary, approved by all to go to executive session.

Dan Funke moves to recess into executive session pursuant to non-elected personnel matters and that the Board will re-convene the open meeting in the Library Commons area after 15 minutes. Alexis Vincent made the motion, seconded by Becky Phillips, approved by all to go to executive session.

No binding action was taken.

10. Adjournment: Jan McCrary made a motion to adjourn, seconded by Becky Phillips, approved by all.
Adjourned at 8:32pm.

Submitted by: Vickie Luthi