

## Library Board Meeting Minutes

Nov. 14, 2016

7:05 PM

1. Attendance: Kendra Mork, Alexis Vincent, Vickie Luthi, Becky Phillips, Dan Funke, Lisa Fouts, Jan McCrary
2. Approval of Agenda: Motion made, to accept agenda as presented, by Jan and seconded by Alexis , approved 6/0.
3. Minutes: Minutes from the Oct. 10, 2016 meeting were reviewed and Jan made a motion to accept, seconded by Alexis. Approved 6/0.
4. Correspondence and Communication: None
5. Librarian's Report: The outside water faucet is being turned on by someone and left running. Believe it to be a juvenile that has been suspended from the library. Reported to the police. A person tried to print a 90 day tag at the library, in order to change the date. It was reported to the police, gave them video footage and used printer paper. City workers repaired the bathroom toilet. Overall numbers are higher on check out. Wireless usage is growing. Attendance is low.
6. Financial Report: Reviewed report, motion made by Alexis, and seconded by Lisa to accept Financial Report. Approved 6/0.

Reviewed 2017 Budget. With corrections the budget was approved. Lisa made the motion to approve, seconded by Becky. Approved 6/0.

## Library Board Meeting Minutes

Nov. 14, 2016

Page 2

7. Old business: Nothing to report.

8, New Business: Discussed Policy Manual section 5 & 6. Motion made by Alexis, and seconded by Becky to approved changes. Approved 6/0.

Holiday hours — closed Dec. 23 — 26 and Dec. 30 — Jan 2.

Dan requested the employees receive \$50 gift cards from Wal Mart for Christmas. Motion made to approve this request by Jan, and seconded by Alexis. Approved 6/0.

9. Executive Session:

7:55 pm Dan requested an executive session for 10 minutes. Alexis moved to recess into executive session, to exclude the Library Director.

Lisa seconded. Approved 6/0. At 8:06 pm a motion was made by Alexis to extend the executive session for another 10 minutes. Seconded by Becky. Approved 6/0. The Library Board reconvened at 8:16 pm. No binding action was taken.

10. As may be presented: Discussed:

Can we do free coffee?

Culligan will start next week.

Clean out glass room, keep organized.

Ancestry is used some, but cannot track usage. We need to advertise and showcase that we have this program.

11. Adjournment: Lisa made a motion to adjourn, seconded by Becky. Approved 6/0. Adjournment 8:30 pm.

---