

Library Board Meeting Minutes
Monday, December 10, 2018
7:05 PM

1. **Attendance** - Frank Petsche, Dan Funke, Vickie Luthi, Lisa Fouts, Alexis Vincent, Becky Phillips. Absent: Ken Tingle
2. **Approval of Agenda** - Alexis motions to approve agenda with correction of addition to letter C in new business. Lisa seconds. Approved 6/0
3. **Recognition of Guest and Comments from the audience.** No guests present.
4. **Minutes of the last meeting November 12, 2018.** Vickie motions to approve. Becky seconds. Approved 6/0.
5. **Staff report**
 - A. Circulation Report - busy. Numbers for checkout are above where they were last year. Did another 21 new library cards this month.
 - B. Other items as may be presented
6. **Financial Report**
 - A. Approval of November Reports. Alexis motions to approve financial report as presented. Becky seconds. Approved 6/0.
7. **Transfers**
 - A. Add additional verbiage to a Reserve Account Building and Grounds Title. Lisa motions to change from Building and Grounds Reserve to Building, Grounds, and Planning Reserve. Frank seconds. Approved 6/0.
 - B. Approval of Paying WSU bill of \$5,800 out of Building, Grounds, and Planning Reserve. Alexis motions to pay. Frank seconds. Approved 6/0.
 - C. Approval of \$5,000 out of Reserve Computer Reserve to Computer Supplies. This motion must include approving the budget expenses be increased by \$5000 and an additional \$5,000 be allowed for expenses since we have 176,684.46 in income at present. Alexis motions to approve. Vickie seconds. Approved 6/0.
8. **Old Business**
 - A. Executive Session - Personal - No need to meet.
 - B. Pay Raises for employees. Alexis motions to bring everyone up to their pay according to the salary schedule effective January 1st and to give all staff their raises according to the pay scale and evaluations for all the employees in 2019. Lisa seconds. Approved 5/0. Dan Funke abstained.

C. WSU strategic plan - Presentation. WSU will present to council in January. All committee members will be invited.

D. WSU Employee Hiring and Training

i. Suggestions of what we encourage City to pay out of our budget - workshop/travel, utilities, memberships, computer supplies, programming, building/grounds.

E. Approval of 2019 Budget. Alexis motions to approve. Becky seconds. Approved 6-0.

F. Scheduling over Winter Break - Michelle has scheduling covered. Corey Stewart will be employed over winter break to help with cleaning and programs. She will be here between 20 and 30 hours a week.

9. **New Business**

A. Window Cleaning Review - Dan's recommends that we cancel window cleaning for the time being.

B. Special Meeting - End of the year review of Financials

C. Other - sending play always back to state. Not a need for these as they are not being checked out.

10. **Review Job Description for new Director position** – We will meet to discuss at a later date.

A. Other areas of concern

i. Vacation and sick leave - all employees. Will discuss in January 2019

11. **Adjournment** - Alexis motions for adjournment at 9:05. Becky seconds. Approved 6/0.

The above minutes are a draft copy of the minutes. Minutes must be approved by a quorum of the Goddard Public Library Board at the next convened meeting.