

Library Board Meeting Minutes, December 6, 2016

Attending Board Members: Arne Carlson, Ron Erickson, Sharon Foss, Shirley Miller-Frey, Annie Minich
Adrienne Gyllen, Wendy Peterson and Liesel Virchow

Absent Board Members: none

Others attending: Library Director Sarah Adams

President Foss called the meeting to order at 4:30 pm.

Approval of Minutes

Adrienne moved, Shirley seconded and the Board approved the November 1 and November 10, 2016 minutes.

Public Comment:

There was no public comment.

Continuing Business

Budget

Director Adams presented on November 1 a revised budget based on the proposed City budget cuts. Ron moved and Annie seconded the budget presented by Director Adams at the November 1 meeting. There was discussion including a suggestion of seeking volunteers for plaza vegetation maintenance and an intern to replace one employee leaving in fall, 2017. The Board approved the motion.

Human Resources

Arne believed the Handbook draft will be finalized and presented to the Council at the next meeting. He expects the Council will take action on the Handbook the first meeting in January.

New Business:

None

Director's report and statistical report

Library Director Adams thanked President Foss for speaking at the Council meeting in support of reinstating the Library budget cuts made from the City. Circulation was up in November as compared to October 2016 and November, 2015. Planning will begin in earnest for 2017 both for increased circulation and programs. Archer cleaned carpeting and 55 of the upholstered chairs. More cleaning and laptop replacements are needed. Volunteer breakfast was a success and Sarah thanks all volunteers. A thank you card will be sent to all businesses. A variety of special year end programs are coming up. Big Read in April is the [Maltese Falcon](#).

Financial Report

Sarah reported expenditures are at 90%. A \$3,565 repair on the solar array could put the 2016 budget \$3177.66 in the red.

Approval of monthly expenditures: The Board signed for expenditures.

Committee Report

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Friends of the Library have designed a new logo and created a new rack card for joining the Friends that is at the Library and was mailed out. Twenty people have responded to the mailing. The Friends sent a letter to Council asking the City to reinstate the budget cuts. William Kent Krueger is the next author that will be happening this winter.

Agenda items for next meeting, January 10 from 4:30-5:30 pm

Review City's revised Handbook.
Hear from Sarah on increasing collections.

The Meeting was adjourned at 5:15 p.m.

Submitted by Ron Erickson, 12/06/16

DRAFT