

## **Library Board Meeting Minutes, January 10, 2017**

Attending Board Members: Arnie Carlson, Ron Erickson, Sharon Foss, Annie Minich, Adrienne Gyllen, and Liesel Virchow

Absent Board Members: Shirley Miller-Frey and Wendy Peterson

Others attending: Library Director Sarah Adams

President Foss called the meeting to order at 4:35 pm.

### **Approval of Minutes**

Adrienne moved, Liesel seconded and the Board approved the December 6, 2016 minutes.

### **Public Comment:**

There was no public comment.

### **Continuing Business**

#### ***City of St. Croix Falls Employee Handbook benefits***

Library Director Adams advocated to the St. Croix Falls City Council for pro-rating part time employee benefits for those working 30 or more hours. She asked the Council to keep in mind those regular part time employees are just as valuable as full time employees and not prorating their benefits does not give equal pay for equal work. Arnie also supported making this change from the draft handbook the Council was reviewing. The Council approved the revised version of the handbook with prorated benefits for regular part time employees. Although the Library is not bound by the handbook, the Board will review the final copy at the February meeting and decide whether to follow it or to deviate from it in some areas of employee benefits. For example, there is no payment in lieu of health insurance in the handbook so the library board will need to examine this. Sarah stated that with Leah leaving at the end of August, Martha would be willing to work more hours and become full time. This change could help in covering Saturdays. Sarah also talked with Sue who is not interested in increasing her hours at this time. Having only four employees instead of five would reduce flexibility in scheduling. Volunteers and Interns were mentioned as a way to staff the library. According to Sarah, volunteers and interns are not able to run the library independently, and require significant training and supervision time, but do help when the Library is busy.

### **New Business:**

#### ***Increasing Materials Circulation***

The Lucky Day collection is now on the magazine rack and its expansion is being supported by the Friends of the Library. For these materials there is a one week check out without renewal and a \$.50 fine/day if not returned. The Lucky Day program is intended to highlight newly released books and other materials. Sarah is planning on buying more DVDs that will be added to the Lucky Days collection. Sarah also mentioned the Winter Reads program with prizes for those reading the most books this winter.

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### **Director's report and statistical report**

Circulation dropped in 2015. Computer and wireless sessions are strong. Sarah is impressed with Library Staff on a daily basis. The website is going well.

### **Financial Report**

In 2016 the Library came in \$3,100 under budget. The Badger State Solar bill for repairs to the Library system just came in at \$3,500. It will be paid out of 2016 funds. 2017 expenditures are currently at 11% of budget with 8% of year gone. This discrepancy is due to billing of the MORE system annual costs at the start of the year. Arnie stated the City Council has removed Library expenditures and budget from their meeting materials since the Council does not approve these items. Arnie suggested Sarah report on the Library budget at Council meetings to keep them informed.

**Approval of monthly expenditures:** The Board signed for expenditures.

### **Committee Report**

Sarah reported the Friends of the Library are supporting an event with author William Kent Krueger who will be speaking at the Library in March. The Big Read event is also in March.

### **Agenda items for next meeting, February 7 from 4:30-5:30 pm**

Review of the final City of St. Croix Falls Handbook and employee benefits.

The Meeting was adjourned at 5:30 p.m.

Submitted by Ron Erickson, 1/11/17