

MINUTES

ROLL CALL: Fern Kaufman, Diane Leja, Martha Muellenberg, Gabrielle Strouse, Kelsey Collier-Wise (arrived 12.35).

OTHERS PRESENT: Daniel Burniston

On a motion by Leja, seconded by Muellenberg, the minutes of the January 19, 2017 meeting were approved. All present voted aye.

The reports of the director were reviewed and discussed.

On a motion by Leja, seconded by Muellenberg, the January proposed expenditures were approved. All present voted aye.

REPORTS:

Foundation – The Library Director reported the Foundation purchased a new AV cart and DVD player, and that work continues to set up eight computers in the teen room.

Friends – The Friends of the Library raised \$616 from the February book sale. The Friends supported the purchase of the water bottle retrofit kit for the water fountain, along with five filters and water bottles with the library's logo. On Friday February 17th The Library Director and PR/Adult Programming Coordinator met with the Friends Advisory Group to discuss topics such as programming ideas, Literary Luncheon, surplus books from the book sale and the future of use of the library's basement space.

OLD BUSINESS:

The Library Director report that the updated 2017 personnel budget was approved by the City Council on February 6th 2017 and the changes have gone into effect.

The first month of the mobile hotspot trial is coming to an end. We received positive feedback from patrons, however, one patron did experience a dramatic slowdown in connection speed when the data limit for the month was reached. Two more hotspots were added to reduce wait times, reduce data limit concerns and allow for longer checkout periods. Staff will continue to review how the service progresses over the next couple of months.

NEW BUSINESS:

The Clay County quarterly check was received and deposited into the library's account. The funds had been allocated for the summer reading program as discussed previously.

Janitorial costs have increased from the \$1533.33/month in 2016 to \$1666.67 in 2017. This amounts to an increase of \$1600.08 in 2017. The City's new janitorial service started on February 21st and is working well. The morning hours and multiple people have been working much better. We will continue to work with City staff to coordinate the implementation of this new service. Additional cost adjustments may be required at a future date for cleaning services as the City reviews how the contract is working out.

On a motion by Leja, seconded by Muellenberg, the decision was made to extend library hours to include opening at 8am Monday through Friday rather than 10am, and to remain open on Sundays during the summer rather than closing from Memorial Day to Labor day. All present voted aye.

The Library Director reported that a notification was received that the Last Will and Testament of Max Leget included a 4% share for the library. Administration of the estate has just started so no information is available at this time pertaining to the final amount the library will receive.

The next meeting will be March 16th, 2017 at 12:00pm in the Small Conference Room.

On a motion by Collier-Wise, seconded by Leja, the meeting was adjourned at 1:10 pm.

Respectfully submitted,

Daniel Burniston
Library Director