

**MINUTES**

ROLL CALL: Fern Kaufman, Diane Leja, Martha Muellenberg, Gabrielle Strouse, Greg Redlin, Kelsey Collier-Wise.

OTHERS PRESENT: Daniel Burniston

On a motion by Muellenberg, seconded by Leja, the minutes of the October 20, 2016 meeting were approved. All present voted aye.

The reports of the director were reviewed and discussed.

On a motion by Redlin, seconded by Collier-Wise, the November proposed expenditures were approved. All present voted aye.

Board members reviewed an updated format for the Fines and Gifts template and agreed to use the new format going forward.

**REPORTS:**

**Foundation** – The 2016 annual meeting was held on November 1<sup>st</sup> at 11.30am in the Kozak room. The Treasurer updated the members on the status of Foundation accounts, the expected receipt of the next Siegrist check in Jan/Feb, and the start of the Anderson payments in the Spring. One Foundation member will be stepping down, and it was decided to talk to the Friends regarding the possibility of one of their members serving on the Foundation to enhance communication and coordination between the two organizations. The Foundation approved technology upgrades in the amount of \$20,300 to include the new router, wireless upgrade, TV Cart, Deep Freeze software, 2 new computers for the Tech center, 2-4 new computers in the Teen room, networking cable connections tidy up and imaging set up. The Library Director also shared the proposed idea for a donor wall using book plates mounted on the wall by the elevator, with the intention of recognizing those who supported the library renovation.

**Friends** – The Friends of the Library raised approximately \$550 in the November 4<sup>th</sup> & 5<sup>th</sup> Book sale.

**Outside the Lines program report** – The report evaluating the 2016 Outside the Lines program was shared.

**Library Assistant I job posting** – The Director reported that the open position was posted on the City website and with the Department of Labor. Some applications have been received and an initial review will be done after November 21<sup>st</sup>.

**Jane Larson Retirement Reception** – Arrangements are complete for Friday, November 18<sup>th</sup> 4-6pm. The Friends, Foundation and Library have collaborated to organize the reception and the purchase of a retirement gift and a new bench in recognition of Jane's 32 years of service.

**Library/City budget and Health insurance** – The final health insurance proposal for the city came in at no additional cost other than the insurance broker's fee for negotiating on behalf of the city. There are some small increases on certain lines of the plan but overall much better than was initially anticipated. A budget revision ordinance is being planned for the City Council's December 2017 meeting to discuss which cuts will be restored, and to what extent.

**School Board** – The Library Director presented the funding proposal requesting \$350 to support one of the new year early dismissal movies. The School Board reviewed the proposal and members voted in favor of approval.

**OLD BUSINESS:**

The Board continued the review of library polices, bylaws and plans that has been ongoing over the last few months. Updates were made as noted below.

On a motion by Redlin, seconded by Leja, the updated Bylaws were approved. All present voted aye.

On a motion by Redlin, seconded by Collier-Wise, the updated confidentially policy was review and approved. All present voted aye.

On a motion by Collier-Wise, seconded by Muellenberg, the updated Communication and Marketing Plan was approved. All present voted aye.

The possibility of adopting the City of Vermillion Personnel Manual as the library manual with the addition of a cover sheet detailing the role of the Library Board and Library Director was discussed. There was general agreement this would be a good way to move forward and work would begin on a draft for review by Board members.

**NEW BUSINESS:**

On a motion by Leja, seconded by Muellenberg the proposed revisions to the 2017 personnel budget were approved. All present voted aye. The proposal will be presented to the City Council at the noon meeting on November 21<sup>st</sup>.

The Library Director reported that the 2016 State Library Accreditation renewal application is almost complete. There are five items that are still being worked on. With the updated items from this meeting, the plan is to have the application submitted by the end of next week, in advance of the December 6<sup>th</sup> deadline.

The Library Director provided information on the continuing education requirement and a sample of the contact hour approval form for approval of hours not already on the State Library's list.

On a motion by Collier-Wise, seconded by Redlin, it was approved to add the new Library Director onto the Library's bank accounts and to require two signatures on checks. All present voted aye.

On a motion by Kaufmann, seconded by Redlin, payment of \$125 to Emily Rolfes for the 5 session Hour of Code program running from Sept 20 through Nov 15 was approved. All present voted aye.

The next meeting will be December 8<sup>th</sup>, 2016 at 7:00pm in the Small Conference Room.

On a motion by Redlin, seconded by Leja, the meeting was adjourned at 9:07 pm.

Respectfully submitted,

Daniel Burniston  
Library Director