

MINUTES

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

ABSENT: Greg Redlin

OTHERS PRESENT: Daniel Burniston, Friends of the Vermillion Public Library Advisory Group

October 15-21, 2017 is the 12th annual National Friends of Libraries Week. This week is designed to creatively promote Friends group within communities, to raise awareness, and promote membership. It was also an opportunity for the Library Board to recognize the work of the Friends of the Library organization. The library board thanked the Friends of the Vermillion Public Library for all their work supporting the library, especially their efforts in managing donated books and running the monthly used book sale. Funds raised by the Friends group helps support a variety of programs and activities throughout the year, and especially the annual summer reading program.

On a motion by Collier-Wise, seconded by Leja, the minutes of the September 21, 2017 meeting were approved. All present voted aye.

On a motion by Leja, seconded by Collier-Wise, the reports of the Library Director were approved. All present voted aye.

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

REPORTS:

Foundation – The Foundation’s Annual meeting date has been set for Tuesday November 7th at 11.00am.

Friends – The October book sale raised \$571.25, the Friends reported a busy sale with lots of people browsing, and two new volunteers working the sale.

OLD BUSINESS:

The Library Director provided an information packet regarding public library director evaluations. The packet contained information from the Chief Officers of State Library Agencies organization, United for Libraries (a division of the American Library Association), and several sample evaluation forms. The library board discussed the information packet and the format of the annual review for the library director. On a motion Kaufman, seconded by Collier-Wise, the library director’s review was set for an executive session during the December 2017 meeting, with the form to be used to gather board members feedback to be finalized at the November library board meeting. All present voted aye.

NEW BUSINESS:

The step increases for Susan Heggstad, Dylan Chang and Linda Calleja were reviewed and discussed. The library director recommended approval of all three requests based on the completed employee evaluations. On a motion by Collier-Wise, seconded by Leja, all three step increases were approved. All present voted aye.

The Library Director provided an information packet regarding unattended/unsupervised children, including details of policies from other regional libraries and sample policies. A sample first draft of an unattended children’s policy was

reviewed and discussed. Board members provided feedback for an updated draft and further discussion at the next meeting.

The next meeting will be November 16th, 2017 at 12:00pm. The date for the December meeting was also tentatively set one week earlier for December 14th to avoid any possible conflicts with the Christmas holiday.

On a motion by Muellenberg, seconded by Strouse, the meeting was adjourned at 1:03 pm.

Respectfully submitted,

Daniel Burniston
Library Director