

**MINUTES**

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

OTHERS PRESENT: Daniel Burniston

On a motion by Collier-Wise, seconded by Leja, the minutes of the October 19,2017 meeting were approved. All present voted aye.

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

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

**REPORTS:**

**Foundation** – The Foundation’s Annual meeting was held on Tuesday November 7<sup>th</sup>, Fern and Greg from the Library Board and the Library Director attended. The annual election officers resulted in Darla Tassler being appointed President and Steve Waller as Treasurer for the next year. Current financial summary included a CD of \$8,185.94, Checking \$25,337.35 and Savings of \$25,914.61, for a balance of \$59,437.90. The Foundation is looking to establish an endowment using the first payment from the Anderson Funds in the amount of \$25,065.73. The purpose is to help ensure an ongoing income for the Foundation in the future after the Siegrist and Anderson funds are paid out. 2017 income for the Foundation included \$14,240.51 from the Siegrist Fund and \$25,065.73 from the Anderson Fund. Operating expenses we \$30.85 in tax filing fees which were donated by Steve Waller. The 2018 technology & improvement plan was reviewed and discussed. The Foundation is planning a follow up meeting at the beginning of the year to make decisions.

**Friends** – The November book sale raised \$679. Edie’s Bookstore will be open from 10am-1pm on Saturday November 25<sup>th</sup>. They are trialing participating in the Small Business Saturday activities being coordinated by the Chamber to promote local holiday sales.

**OLD BUSINESS:**

Implementation of a new cash registered and acceptance of electronic card payments has been temporarily delayed. Book Systems, who provides the libraries Atrium Integrated Library System, has notified us that they are currently in discussions with Square Reader to develop a partnership to integrate payment processing through Square Reader into Atrium. We may be able to participate in the Beta testing of this service.

**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’s Novelist Complete subscription will be starting on December 1<sup>st</sup>, with the first payment in January 2018. We were able to negotiate an approximately \$600 discount off the originally quote price for the one year subscription.

Discussion about the annual review of the Library Director was continued. On a motion by Redlin, seconded by Collier-Wise, the review document was approved. All present vote aye. After further discussion, the decision was made that Library Board members would take away the review forms to read on their own. A portion of the December meeting would be used as an executive session for the Library Board to compile their responses to the annual review. The Library Board would then present the results to the Library Director.

The Library Director reported that the current draft of the Unattended Children policy incorporated the changes discussed at the last meeting. The policy was also since reviewed by the City Manager and City Attorney, who provided some additional suggestions for modification. The latest draft was reviewed and discussed. On a motion by Leja, seconded by Collier-Wise, the Unattended Children Policy was approved. All present voted aye.

The Library Director reviewed the draft Patron Code of Conduct policy for Board Members, after which the policy was discussed. On a motion by Redlin, seconded by Leja, the Patron Code of Conduct policy was approved. All present voted aye.

The Library Director reviewed proposed updates to the Internet Use Policy, which were then discussed. On a motion by Collier-Wise, seconded by Muellenberg, the updated Internet Use Policy was approved. All present voted aye.

The Library's open hours for November 22<sup>nd</sup>, the day before Thanksgiving, were discussed. On a motion by Leja, seconded by Collier-Wise, the decision was made to close at 5pm on November 22<sup>nd</sup>, 2017.

It was noted that the Library Board would need to discuss the times and days for the spring 2018 board meetings at the December meeting due to conflicts with some members teaching schedule.

The next meeting will be December 14th, 2017 at 12:00pm.

On a motion by Collier-Wise, seconded by Leja, the meeting was adjourned at 1:00 pm.

Respectfully submitted,

Daniel Burniston  
Library Director