

**MINUTES**

ROLL CALL: Fern Kaufman, Diane Leja, Martha Muellenberg, Kelsey Collier-Wise (arrived 12.05), Gabrielle Strouse, Greg Redlin(left 1.14)

OTHERS PRESENT: Daniel Burniston

On a motion by Leja, seconded by Redlin, the minutes of the November 16, 2017 meeting were approved. All present voted aye.

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

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

**REPORTS:**

**Foundation** – No updates since the November annual meeting. Foundation members took away the 2018 technology & updates plan to review and consider. A follow up meeting is anticipated around the beginning of the year.

**Friends** – The small business Saturday sale on 11/25 went great, this was the first time the book store has been open on that day, raising a total of \$385.50 during the 3 hours they were open. The regular December sale total was also fantastic with \$710 raised. In the past, the Friends have not held a January Book sale. However, this year, they have volunteers available and are planning on trying a clearance/discount sale to clear out older materials for the start of the year.

**OLD BUSINESS:**

On a Motion by Leja, seconded by Collier-Wise, the Library Board went into executive session at 12.28pm for personnel matters. Kaufmann declared the board out of executive session at 1:07pm.

A follow up meeting to complete the director's annual review was planned for Thursday, December 21<sup>st</sup> at 12pm in the Small Conference Room.

**NEW BUSINESS:**

The Library Board discussed the \$1 per page fax fee charged by the library. The Library Director provided information regarding fees charged by other locations in Vermillion for comparison, as well as details about the phone billing and line set up. On a motion by Collier-Wise, seconded by Redlin, the fee for sending a fax was adjusted to \$1 for the first page and \$0.25 for each page after. All present voted aye.

The proposed 2018 Holiday and Closing Schedule was reviewed and discussed. The Library Director noted that the planned closing dates were mostly consistent with the previous year, with adjustments made for holidays falling on a weekend and the Sunday's before a Monday holiday. On a motion Redlin, seconded by Strouse, the 2018 Proposed Holiday and Closing schedule was approved. All present voted aye.

Due to library board member scheduling conflicts, the time and date of the January through April meetings were discussed. On a motion by Collier-Wise, seconded by Leja, Friday was selected as the best day for board meetings January through April, with the next meeting date to be confirmed at the end of each months board meeting as normal.

The next meeting will be Friday, January 19<sup>th</sup>, 2018 at 11:30am.

On a motion by Leja, seconded by Collier-Wise, the meeting was adjourned at 1:26pm.

Respectfully submitted,

Daniel Burniston  
Library Director