

**MINUTES**

ROLL CALL: Jon Flanagin, Kelsey Collier-Wise, Fern Kaufman, Carl Gutzman, Dan Burniston

OTHERS PRESENT: Wendy Nilson, John Prescott

On a motion by Kaufman, seconded by Gutzman, the minutes of the September 17, 2015 meeting were read and approved. All present voted aye.

There was no official director's report, as Jane is on extended sick leave. John Prescott reiterated the support of all city departments to assist the library during her absence.

On a motion by Burniston, seconded by Kaufman, the expenditures for October were approved for payment. All present voted aye.

**REPORTS:**

SDLN – Burniston shared information on the timeline for SDLN's transition to a new ILL system and the use of the courier.

FRIENDS – Nilson reported that the Friends book sale continues to be very popular.

FOUNDATION – No report.

**NEW BUSINESS:**

On a motion by Gutzman and seconded by Kaufman, Linda Calleja's merit pay increase to approved. Nilson commended Linda on her dedication to her patrons. All present voted aye.

On a motion by Burniston, seconded by Gutzman, the library will close at noon on Wednesday, November 25<sup>th</sup> and reopen on Friday, November 27<sup>th</sup> in observation of the Thanksgiving holiday. The library will close at noon on December 24<sup>th</sup> and reopen on Sunday, December 27<sup>th</sup> for the Christmas holiday. Staff are to be reminded that holiday pay is only provided for the Christmas Day holiday, the rest of the hours will need to be covered by vacation time. Staff will be asked to volunteer to cover the holiday hours. All present voted aye.

The incident report (see attached) involving the boiler was discussed. Burniston suggested that we place an "Authorized Personnel Only" sign on the mechanical room door. Johnson Control is working on a bid to wire a carbon monoxide unit into our monitoring system. This issue was tabled until the next meeting when we have more information.

On a motion by Gutzman and seconded by Burniston, the Board agreed to pay stipends to two high school students who are working with our STEAM program. All present voted aye.

Nilson discussed with the Board the need for replacement computers. Nilson will ask the Library Foundation and Friends of the Library if they may have extra funds. Grant opportunities will also be pursued.

Nilson will be out of town on several dates in November. The Board felt it was important to have someone to be in charge in her absence. It was determined that Shelly Koller would take over those responsibilities in Nilson's absence.

Meeting adjourned at 6:40 pm.

Respectfully submitted,

Wendy Nilson  
Acting Director