

MINUTES

ROLL CALL: Fern Kaufman, Diane Leja, Martha Muellenberg, Gabrielle Strouse, Greg Redlin (left at 7:45), Kelsey Collier-Wise.

OTHERS PRESENT: Daniel Burniston

On a motion by Leja, seconded by Collier-Wise, the minutes of the September 27, 2016 meeting were approved. All present voted aye.

The reports of the director were reviewed and discussed.

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

Going forward the budget sheet will be provided on 11x17 paper to ensure clear and readable copies. Previous attempts at scanning and copying onto regular letter size were not producing clear enough copies due to the size reduction.

REPORTS:

Friends – The Friends of the library raised \$551 during the book sale. The Friends were interested in ideas for any programs, projects or supplies they could fund. Library staff and friends will work on setting up a time for the Friends to meet with the new director and discuss ideas.

Foundation – The 2016 Annual Vermillion Library Foundation Meeting has been set for Tuesday November 1st in the Kozak room. Dan and Jeff had an introductory meeting with Darla Tassler (Foundation President) and Steve Waller (Foundation Treasurer) on October 18th. The ongoing project to implement technology upgrades and develop a technology plan was discussed. Some higher priority ideas were provided for consideration.

OLD BUSINESS:

The Library Board reviewed a draft of the proposed updates to the bylaws. The decision was made to add an additional paragraph about the composition of the library board as per state statute 14-2-35. The final draft will be presented for approval at the next board meeting.

It was confirmed that all board members had received the library policy manual and comparison with city policy documents. It was decided to work on updating the policies in manageable sections rather than attempting to address the entire document in one go.

NEW BUSINESS:

On a motion by Leja, seconded by Muellenberg, the decision was made to deposit the Clay County quarterly check into the checking account and budget the funds to support the summer reading program. All present voted aye.

The Library Board had an initial discussion regarding solutions and policy pertaining to unattended children in the library. The Library Director provided some examples of policies from other libraries. The decision was made to work on

incorporating a new policy as the library worked on updating its other policies. The Library Director will work on a first draft to be further discussed with the Board as part of the policy updates process.

The Library Director raised the topic of the creation of a more extensive Vermillion Public Library Board of Trustees Handbook to ensure all board members had access to essential documents, and to aid in the orientation of new Board members. This handbook could be compiled at the end of the policy update process and be created in an electronic format so it can be easily updated or revised as needed. Board members were supportive of the idea.

On a motion by Leja, seconded by Muellenberg, the revised and updated position description for the vacant Technical Assistant/Processor position was approved. All present voted aye. This position will remain at the same rate on the library pay chart and will be renamed Library Assistant.

The Library Director briefly summarized some of the recent and upcoming building maintenance projects. The library floors will be professionally cleaned for the first time since the renovation. The floor in the Kozak room, the floor and furniture in the children's area and a couple of other specific locations are in need of attention and will be addressed. The City assisted in proving fill dirt for a new planter assemble by Susan behind the library. The City also assisted with repairs to loose bricks in the wall near the parking lot entrance to the library. There was a small leak in the ceiling in the Kozak room, although no source could be identified and no further issues has arisen. The roof on the old part of the library building is past its lifespan and will need replaced in the next few years. The library director is working with the City Engineer Jose Dominguez for more information and to develop a plan. Johnson controls was called to make a number of repairs to the HVAC system and will be providing a proposal for some potential updates to reduce the strain on the system and make it more flexible and durable. Repairs were made to the elevator due to a loose dry wall screw causing problems.

The library submitted a written proposal asking the school board to sponsor one of the after school movie events on one of the upcoming early dismissal days. The proposal will be discussed at the November School Board meeting.

Library hours during the upcoming holidays were discussed. On a motion by Strouse, seconded by Leja, it was decided to close at 5pm on the Wednesday November 23rd before Thanksgiving, and to work an abbreviated schedule on Christmas Eve Saturday December 24th from 10-2. All present voted aye.

On a motion by Collier-Wise, seconded by Leja, the December Amnesty program was approved. All present voted aye. The library will again forgive fines of \$15 or less in exchange for donated items to be given to a community organization supporting those in need over the winter. Fees for lost and damaged items are not included in the amnesty.

The next meeting will be November 17th, 2016 at 7:00 in the Small Conference Room.

On a motion by Collier-Wise, seconded by Leja, the meeting was adjourned at 8.40 pm.

Respectfully submitted,

Daniel Burniston
Library Director