

BOARD OF TRUSTEES MEETING

Monday April 1, 2013

6:30 PM

Members Present: Lou W., Sheldon J., Connie K., Kathy S., Andrew S., Karen M., Roberta B., Bill J.,
Absent: Lesli C-K., Sue S., Terry B.

Minutes of Last Meeting: On file. Connie motioned to accept the minutes as read. Sheldon seconded. All in favor, motion passed.

Treasurers Report: On file. Sue reported to Emily prior to going out of town- budget looks on track with revenues and expenditures reviewed. Also reviewed the proposed budget which looks in good order. Lou made a motion to accept the report and Sheldon seconded. All in favor. Motion passed

Public comment: None

Librarians Report: In Emily's absence Andrew gave report. Of interest the Art and Wine Walk is April 13 from 5 PM to 9 PM. Last year they received over 1000 people and expect similar this year. Volunteers are requested. The Employee in service went well and already they can see an improvement in knowledge and abilities to work different positions. especially the front desk and the technology departments. They will continue to monitor and repeat the in-services in the future. The "Geek the Library" program is coming up soon so board members are reminded to be prepared to "Be Geeked". Also a reminder that Emily will be on her honeymoon April 8 to April 18.

Old Business: The Friends of the Library are working on their proposed book sale- to go on for 2weeks. They need to make room for more books.

New Business: The technology committee met to review their budget and came up with a proposed budget of \$3664.00. This works out to continue with the current web service and keep the current enhancements. It will also allow for software and hardware upgrades and some new products- also switching to a new vendor for time management. The literacy council was discussed again; they are making strides in making changes to their program for solvency and have requested some help with their telephone service. Andrew spent a considerable amount of time in reviewing their needs and came up with a reasonable solution which would provide them with inexpensive telephone service. This was discussed and Roberta made a motion to supply the Literacy Council with VOIP at \$6.00/month and a \$2.99 access fee for internet. Lou seconded and all were in favor. Motion passed.

The Preliminary budget was handed out and this will be discussed in more detail at the May meeting. Several policies were reviewed. The ACH transaction policy which is the electronic transfers of money: Lou motioned to accept the ACH transaction policy as proposed and Connie seconded. All in favor, motion passed

Patron Code of Conduct policy was reviewed: Lou made motion to accept the Patron code of conduct policy as proposed, Roberta seconded and all were in favor. Motion passed.

The Social Medial Presence was reviewed: which is the Facebook, Pinterest and Twitter accounts. It was agreed by the board that we will continue forward into these markets especially since strong interest was shown by the current younger employees.

Bids by two local contractors were presented to the board re: reupholstering the chairs. Both bids were reviewed: Jean Peter submitted \$1850.00 and J's Upholstering \$934.00 Both were similar in products. Motion to approve J's Upholstering bid with the employees to decide on the color was made by Lou and seconded by Roberta. All in favor. Motion carried

Facilities update: There was a flood in the basement with the accumulation of water in the Elevator sub floor- the Inspector made us close down the elevator and basement until this was corrected. It was found the sump pumps failed and these were replaced and location was corrected so this does not happen in the future. A cleaning company also came in. The total for all of these repairs were at a reasonable \$950.00. The Inspector came back and all was cleared for reopening.

Next meeting is May 6, 2013

Motion to adjourn made by Lou and seconded by Roberta.

Kathy Shirey, secretary