

LIBRARY BOARD OF TRUSTEES MEETING
January 22, 2014

MINUTES

- I. **CALL TO ORDER**
Meeting called to order at 7:35pm by Powers.
Members present: Earle, Lisica, Parus, Weins
Library staff present: Director: Thomas
- PUBLIC DISCUSSION**
No public discussion
- II. **APPROVAL OF AGENDA**
Motion made by Weins to approve agenda as presented, 2nd by Parus.
Motion approved.
- III. **APPROVE OF MINUTES**
Motion made by Weins, to approve minutes as presented, 2nd Powers.
Motion approved.
- IV. **FINANCIAL REPORTS**
 A. Monthly expenses and revenues – Sandi’s report
 Motion made by Weins, 2nd Parus to accept as presented.
Motion approved.
 B. Monthly Fund Report – City Printout
 Received report dated 01/21/2014
 C. City Treasurer report –
 Received report dated December 31, 2013
- V. **BUSINESS**
 A. OLD
 1. 2014 Salary Adjustments
 Thomas presented city salary adjustment in relation to library staff wages. After discussion, Weins made a motion, 2nd Powers to provide full time staff with a 3% wage adjustment effective January 26, 2014. Also, a review of employee compensation will be made next November. Motion approved.
 2. Approve Lost or Damaged/Missing Pieces policy
 Policy to cover the cost of library materials lost or damaged was updated and presented. Motion was made by Parus, 2nd Lisica to accept. Motion approved.
 3. Approve Collection Agency policy
 The library uses a collection agency to recover long overdue library materials. With a motion by Parus, 2nd by Earle the collection agency policy was approved.

B. NEW

1. Children's area remodeling – 2 items
Thompson-Phelan Group provided options to finish the children's service area based on the original plans. After discussion the current service needs and the review of the budget, a motion was made by Lisica , 2nd Earle to proceed with the project. Motion approved.
 2. Handicapped door service agreement
A service contract for the main entrance/handicapped doors was submitted by the installers. Item was tabled for additional information.
- C. OTHER

VI. ANNOUNCEMENTS, INFORMATION, ETC.

- A. Stats from programs, upcoming events
McD program netted \$155.00 for the library
- B. Building – report from TPG
Thompson-Phelan Group (building remodeling project manager) outlined the water damage issues from blocked roof drains due to the cold weather.
- C. Strategic planning – B.Weins
Notes from the meetings are being compiled and the next step is to refine and synthesize the ideas
- D. City Department Meeting – grant writer
The city has hired a person for the position
- E. New employee - Abigail Lobbestael
- F. Appointment to Farmers Market Board
Thomas has been appointed to serve on the Board
- G. Donation report
Current total is \$ 39,313.00.
- H. Other

VII. ADJOURN

Meeting adjourned @ 9:05 pm

VIII. NEXT MEETING DATE - February 26, 2014@ 7:30 PM

Approved 2/26/14