

BRADFORD MEMORIAL LIBRARY

Library Board Meeting Minutes of February 8th, 2016

Board Members Present: Mrs. Nancy Wagner, Mr. Richard King, Mrs. Susan Holthaus, and Mrs. Judy Cole.

Others Present: Mr. Herb Llewellyn and Mrs. Kristi Jacobs.

I – CALL TO ORDER

Mrs. Wagner called the meeting to order.

II – CONSENT AGENDA (MINUTES, BILLS, AND FINANCIAL STATEMENTS)

There were several general questions, the answers to which are: The processing fee includes the mylar jackets and the spine labels for new books. The “benefit insurance” is the same as health insurance. The “contributions” budget line includes such items as memorials, Better World Books money, and general donations. The project donations do not go into the operating account. The United Way money is a separate budget line item and is a contribution for Outreach services.

The motion was made by Mrs. Cole to approve the minutes, bills, and financial statements for January 2016. This was seconded by Mrs. Holthaus and passed unanimously.

III – COMMITTEE REPORTS

Friends of the Library: There is no word yet as to whether the Friends will be having an open house during Library Week. The annual report was sent out in January along with the membership renewal forms.

IV – DIRECTOR’S REPORT

Mrs. Jacobs is having SevenK make new plaques for the Bradford’s portraits as the former ones were hard to read. Those and the other pictures should be hung back on the walls soon.

Mrs. Hunter are putting together the list of names of donors that contributed \$100 or more for the recognition piece. Mrs. Wagner and Mrs. Kistler have volunteered to help by calling donors for confirmation on how they want their names displayed. It was suggested that these names also be kept in print somewhere and Mrs. Jacobs said they are being kept on file.

There was a Polaris upgrade on January 25th. The computer operating system was down for about two hours and there were no problems that came from that. There are some new features but none that will create changes in procedures that the staff would need to relearn.

The library’s book club selection for January was titled “The Orphan Train.” The book was checked out by eleven people, four people were in attendance at the meeting on the 26th, which went well despite the low numbers.

The most recent computer class was held on January 13th and was full with nine people. The next class will be February 10th with nine people signed up too. There is a waiting list that Mrs. Hunter consults when scheduling classes. Mrs. Loretta Whitney has been voluntarily teaching these classes and agreed to one per month. If it is decided that there should be classes more often then she would prefer to be paid. Mrs. Jacobs stated that there is money for this in the adult programming budget if it is needed. It was suggested that some classes be scheduled for evening hours to accommodate those that work during the day.

Memorial and gift numbers are listed on the director’s report handout. Also the children’s programming numbers which are smaller than usual as a break is taken from these at the first of the year and then Mrs. Leonard was out sick for close to a week.

V – OLD BUSINESS

Sales Tax Letter: The sales tax meeting has been rescheduled for the evening of Tuesday, February 9th. The available amount is large but the number of groups requesting money is large too. Mr. Llewellyn confirmed that he did get the request letter Mrs. Wagner handed in.

VI – NEW BUSINESS

Old Book Shelves: The former book shelves, among some other items previously in the library, have been taking up storage space at a few different places around the city. The board would like to sell these and use that money to put towards the remodel project total. And as far as these being originally purchased with taxpayer money Mr. Llewellyn said there should not be a conflict with selling them. He suggested an online auction site that could be used and said that the city would help with the sales. There could be a story or notice put in the paper.

Tin Man: It has been suggested that the Tin Man could be a safety hazard. After some research, it was learned that the statue was financed by Mr. Cliff Stone and was made by Mr. Ron Hendricks and Mr. Richard Miller. Mr. Hendricks has been consulted and he said he would take it back. If that does not work out it could possibly be added to the other auction items and be sold. All agreed that a photo should be taken before it is removed and that could be framed nicely with a marker giving its history.

Personnel Policy – Section 8 Review: There should not be a conflict with these policies and the policies that were handed out to the board members when they joined as those are for board members and these are for personnel.

Section 8 is on Employee Status and Performance Reviews. There was one sentence duplicated in the copy that was handed out for review. This will be an easy fix. The director is the only exempt employee, anyone else working over 40 hours would receive overtime pay. Also, the sentence that states “employment can be terminated without notice...” should also read “... by either party.”

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After some discussion, a motion was made by Mr. King to accept section 8 of the personnel policy with the changes suggested above. This was seconded by Mrs. Cole and passed unanimously.

VII – EXECUTIVE SESSION

A motion was made by Mrs. Holthaus to move into executive session for approximately 15 minutes to discuss non-elected personnel. This was seconded by Mrs. Cole and passed unanimously.

The board reconvened at 4:50 then went back into an executive session for a suggested 20 minutes.

The board reconvened again at 5:10.

VIII - FURTHER DISCUSSION AND ADJOURNMENT

At 5:10 the motion was made by Mrs. Cole to adjourn. This was seconded by Mr. King and passed unanimously.

There were no other further discussions and the meeting adjourned.

Kristi Jacobs, Secretary