

BRADFORD MEMORIAL LIBRARY
Library Board Meeting Minutes of October 24th, 2016

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

Others Present: Mrs. Kristi Jacobs.

I – CALL TO ORDER

Mrs. Wagner called the meeting to order.

II – CONSENT AGENDA (September minutes, bills, and financial statements)

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

III – COMMITTEE REPORTS

Friends of the Library: Mrs. Cole let the board know that the Sloppy Joe Dinner and dessert auction is scheduled for Friday, October 28th from 4:00 to 7:00 with the auction at 6:00. Three people have added to the list of auctioned items a meal made by them.

Mrs. Cole did not have exact numbers for the book/bake sale but said the baked goods brought in approximately \$300 and the books brought in approximately \$1,000. This was the first time to start the sale on Thursday instead of Friday and she said they were swamped so the sales will continue to start on Thursdays in the future. She said that Saturdays are usually pretty slow.

She said the 60 year class reunion was a success with 73 people in attendance and a donation was made to the library for the use of the Clymer room.

IV – OLD BUSINESS

Pay Grades: This is to revisit the topic of pay grade changes from last month's meeting. Mrs. Jacobs did not agree that the children's services librarian and the public services librarian should be set at a pay grade of 19. She felt that, with their degrees, they should be set at least at the 31 to 37 grade. After some discussion, the board agreed and the motion was made by Mr. King to set theirs at 37. Mrs. Cole seconded the motion which passed unanimously.

All were in agreement that the part-time staff with basic circulation assistant responsibilities could remain at a pay grade of 10.

The motion was made by Mrs. Cole to set the part-time staff that has more responsibilities at 19. This was seconded by Mr. King and passed unanimously.

The director's position has a recommendation of 74. All were in agreement to raise that to 79. This motion was made by Mr. King, seconded by Mrs. Cole, and passed unanimously.

These changes will take effect ny January 1st of 2018 but should not affect the budget because these changes of the pay grade do not affect the amounts paid per hour. In this situation those numbers should not change.

BRADFORD MEMORIAL LIBRARY

Library Board Meeting Minutes of October 24th, 2016

All agreed that this topic be revisited in the near future when job descriptions can be reviewed and possibly changed in accordance with the pay grade decisions.

Insurance Updates: Jolene Erpelding from ICI Insurance and city clerk Tabitha Sharp were at last month's meeting to discuss the library's insurance coverage. Since then Ms. Erpelding has answered some questions via email concerning property insurance and sewer back up coverage proposals. There should be coverage on the policy if damage occurs due to a sprinkler system malfunction, leaking water pipe in the building, or if someone spills liquid on the library computer equipment. Travelers can increase the sublimit on the property policy for sewer back up coverage from \$50,000 to \$100,000 for an additional \$250 charge per year or from \$50,000 to \$250,000 for an additional \$500 charge per year. And, the library computers would be included in the city's cyber liability policy. The policy has a \$500,000 limit of insurance and a \$2,500 deductible. Coverage is subject to the terms and conditions of the policy. She asked that Mrs. Jacobs let her know if the board would like to increase the sewer back up limit coverage.

After some discussion, the board agreed that the property policy for sewer back up coverage should be increased and should be increased now versus at the beginning of the year. The motion was made by Mrs. Holthaus to raise this coverage up to \$100,000, with an increased charge of \$250 per year. The motion was seconded by Mr. King and passed unanimously.

All agreed that the cyber liability coverage is sufficient.

Meeting Room Policy: At last month's meeting the board decided on changes that should be made to the library's meeting room policy. Mrs. Jacobs made those changes and submitted the revised policy for the board's final approval.

Mrs. Cole made the motion to accept the revised policy into the library's operations policy manual and Mr. Haines seconded it.

There was some discussion about what constitutes "fund-raising activities and soliciting donations". It was clarified that this pertains to groups who would hold their meeting at the library with the purpose of raising funds and accepting donations for their own club. But if it is the purpose of that club to raise funds or accept donations on behalf of another party, then that is permitted.

The motion on the table passed unanimously.

V – NEW BUSINESS

Operation Policy Review & Update: This topic was tabled until next month's meeting. Mrs. Jacobs will resend the policy changes for the boards review before then.

Halloween Evening Closing for Trick-or-Treat @ Gordy Park: Originally the intent was to open the library up to the Trick-or-Treat Down the Street activities, but considering how the library is not actually on Main Street that was vetoed. Instead it was suggested that the library have a booth at Gordy Park and to be involved with the activities planned there. The question now then

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is should the library close at 5:00 instead of 8:00. The employees working these hours would work at the booth promoting the library.

After some discussion Mrs. Holthaus made the motion to close the library at 5:00 on Monday, October 31st in order to staff a Bradford Memorial Library booth at the Halloween festivities scheduled for 5:00 to 7:00 at Gordy Park. Mrs. Cole seconded the motion which passed 4 to 1 with Mr. King opposing. It was suggested to advertise the closing as much as possible.

VI – DIRECTOR’S REPORT

The Polaris system was updated this month. The biggest change for Bradford is that taking inventory will be much easier now.

There were 31 people in attendance at the memoir writing workshop. The plan is to now hold a writing workshop every other month starting in January.

The response to the Wichita Big Read program has not been as well attended as was hoped for.

On a positive note, the Overdrive usage statistics continue to improve. Mrs. Jacobs would like to have all of Bradford’s titles added to the library’s online catalog by the end of the year. It is a big project as there are approximately 12,000 items, but once that is done any title that is available through Overdrive will also pop up as an option for patrons searching for a book on Bradford’s site.

Mr. King asked if a video of the contents of the library has been made yet. Mrs. Jacobs said that is on her to do list for the insurance company.

VII - FURTHER DISCUSSION AND ADJOURNMENT

Mrs. Wagner revisited the list that was put together of monthly board member duties. She said October suggests evaluations. She and Mrs. Holthaus will write up a review for Mrs. Jacobs and will bring it to the board for an executive session which should be added to next month’s meeting agenda. Next month’s meeting will be on November 14th.

Mr. King suggested thinking about whether these meeting dates and/or times need to be changed as there seems to be some meetings with low attendance. Mrs. Wagner suggested that all look ahead at their calendars and schedules to check on availability. Also, the board is still one board member short so all should spread the word about that again too.

Mr. King also suggested that the board get together for a social outing sometime between now and maybe February.

After no further discussion, the meeting adjourned.

Kristi Jacobs, Secretary

BRADFORD MEMORIAL LIBRARY
Library Board Meeting Minutes of October 24th, 2016