

Ashland Public Library Board of Trustees
Regular Meeting
January 12, 2012

Notice is hereby given that the regular meeting of the Ashland Public Library Board of Trustees was held at the Ashland Public Library, 207 N. 15th Street, Ashland, NE on Thursday, January 12th, 2012 at 6:00 pm. This meeting was open to the public, and the public was encouraged to attend. An agenda for the meeting was available for public inspection at the library.

President Chris Gossin called the meeting to order at 6:06 pm. Roll call was taken and the following members were present: Dean Curtis, Staci Jacobsen, Michelle Powell and Chris Gossin. Nicole Chudomelka was absent. Librarian Heather St. Clair.

President Gossin noted the Open Meetings Act posted in the library.

Agenda

Motion by Member Curtis to add item of new business: change meeting night. President Gossin made a motion to add item to old business: book sale items. Motion by Member Curtis to approve agenda with the amendments with second by Member Jacobsen to approve the agenda. All present voted yes. Motion carried.

Minutes

Motion by Member Curtis with second by Member Gossin to approve the minutes of the December meeting. All present voted yes. Motion carried.

Financial Report

Financial report was discussed. Motion by Member Curtis with a second by President Gossin to accept the report for filing. All present voted yes.

Librarian Report

Librarian Heather St. Clair reviewed the Librarian Report. She included OverDrive statistics. Heather mentioned she changed from receipts for fines/faxes/copies to a ledger as most patrons do not want a receipt.

New Business

a. Newspaper Archive Format (Microfiche vs Electronic)

Heather to check into pricing of what 8 years worth of archiving would cost to determine if we should pay the bill from the Advantage Companies. Also check with the Ashland Gazette to see if a pdf file is available for us to purchase on a regular basis. She will have the information for us by the next meeting. No action taken on item at this time.

- b. Library Website
Heather to set up a website through the Nebraska Library Commission website. This is a free service to all libraries. A link can be added to the city website to direct to the library website, as well as, OverDrive links, etc. No action was taken on this item.
- c. Compensation for memberships to professional organizations for Director
Heather would like to join NLA, PLA and ALA
Motion by Member Curtis with second by Member Powell to approve the membership fees. Money to come out of Special Funds account.
- d. Hourly or Salaried pay for Library Director
Jessica is researching if there are any legal issues with changing Heather from an hourly employee to a salaried employee. The board is to defer to Jessica to make this decision. As a board we are OK with moving to a salaried position. No action taken on this item.
- e. Library Cards for Families/Individuals
OverDrive checkout limits and book checkout limits can cause issues with family checkouts. Staci to get school district map boundaries to Heather to aid in fee determination. Moving to individual membership rather than family membership will increase our membership numbers, in turn, helping with grants, funding, etc. Heather prefers individual cards for patrons 5 and over. Will handle existing patrons on a case by case basis.
- f. Loan limits and lengths for circulating materials
Current policies contradict each other. Heather recommends a loan period limit of 3 weeks to our current 2 week loan period on printed materials. Heather to develop her changes/additions to policies and present to board for approval as the items arise.
- g. Chairs for Public Computers
One patron chair is in bad shape. Dean made a motion for Heather to purchase a chair for the patron computer, with a second by President Gossin. All present voted yes. Money to come from general account, approximately \$100.
- h. Internet Filters for Public Computers and E-Rate
Heather to do a bit more research on costs for filters for all patron computers vs. savings on E-Rate. A public notice would need to be made if we choose to incorporate a filtering system to meet E-Rate policies.
- i. Donation of materials to the library policy
Heather to make a draft for the policy book for board approval.
- j. Possible revision of Library policies
Heather to make a draft for the policy book for board approval.

k. Change meeting night

Dean recommended moving the meeting time to the second Wednesday of the month.

Old Business:

a. Yearbook ad

Special funds to cover \$60 payment to school for advertisement and purchase of a year book. The ad to remain the same as previous years' advertisement.

b. Computer service contract update

COPO Computers sent us a bill for 3 months service. Dean to get Jeff Laughlin's contact information to Heather to use on an as needed basis for any computer needs. Dean moved to approve a fax machine/copier/scanner purchase up to \$150 with a second by Staci. All present voted yes.

c. Book sale books

Heather to look into the correctional center possibly reusing left over items from the book sale before we take to recycling facility. Heather feels there are still more books to be weeded. The board will look into having another book sale in the spring.

Adjournment

President Gossin adjourned the meeting at 7:54 pm. The next meeting was scheduled for Wednesday, February 8th at 6:00 in the basement of the Library. The public will be made aware of the date and the agenda will be posted for public inspection at the library.

Minutes submitted by Staci Jacobsen