

Meeting Minutes

Karlen Memorial Library Board

The Karlen Memorial Library Board of Trustees met Monday, June 22, 2015 at 5:00 p.m. with Sarah Haber, Tanya Oligmueller, Sandy Lierman, and Librarian Stephanie Heinemann present. Absent was Jackie Delmont.

Board President Sarah Haber called the meeting to order at 5:05 p.m. and pointed out the location of the Open Meeting Act.

Minutes from the May 15, 2015 meeting were read. Motion was made by Sarah and seconded by Sandy to approve the minutes.

The financial report showed \$10,189.27 in checking and \$8,060.15 in savings at the end of May, 2015. The financial spreadsheet showed expenses of \$1978.34 for May and \$22,031.55 YTD. The list of bill was presented and reviewed. A motion was made by Tanya and seconded by seconded to pay the bill submitted: Great Plains, Black Hills Energy, CCPP, Cable One, Centurion Technologies, Post Office, Amazon, Biblionix, Supplies – Stephanie Heinemann, Quality Printing and Bankers Advertising Company to be paid from the Village funds, with the exception on the following bills to be paid from the library fund: Amazon, Biblionix and Bankers Advertising.

Librarian's report showed 159 books and movies checked out plus 8 checkouts through Overdrive. Library usage as follows: 59 ages 0-12, 9 ages 13-20 and 102 ages 20+ and 27 computer users. The fine box shows \$114.59 at the end of May with expenditures of \$35.32, \$45 fines collected, \$0 in Donation, \$0 in disc cleaning, \$0 in rentals and \$0 collected for lamination.

Stephanie had signed the library up for a free year of Cosmopolitan Magazine.

There have been 26 children attending the summer reading program. Wednesday's program will be held at the fire hall as we will host a mime/magician. Sarah has donated ice cream cups and juice pouches and Nancy has donated cud cakes.

Activities & Meeting – Tanya and Jackie attended a Strategic Planning Workshop on June 10.

Correspondence – Anika Ramirez sent an e-mail containing a Strategic Plan Evaluation form. She has also agreed to read through our strategic plan and make suggestions before we send it in to the state for approval.

We received a grant for \$555.55 from USAC for e-rate.

Agenda

We will hold a special meeting on Tuesday, July 7 at 5:00 to work on the strategic plan.

There were a few changes to the Policy and Procedure Manuel. Tanya moved and Sandy Seconded to accept the following change: #17 The library building exterior will be adequately lit and will have a visible sign indicating the library name. & #8 The library will provide an adequately equipped reading room facility.

Names for board replacement were discussed. The names of Karen Spenner and Shannon Johnson were brought up at the board meeting.

Tanya moved Sarah seconded to enter into executive session at 5:35 to discuss employee reviews and wages. Tanya moved and Sarah seconded to exit executive session at 5:38. All library employees will receive a 3% raise.

The next meeting will be held on July 20, 2015 at 5:00 p.m. A motion was made by Sarah and seconded by Tanya to adjourn the meeting at 5:38 p.m.

Respectfully submitted by Tanya Oligmueller