

Meeting Minutes

Karlen Memorial Library Board

The Karlen Memorial Library Board of Trustees met Tuesday, May 19, 2015 at 5:00 p.m. with Sarah Haber, Tanya Oligmueller, Sandy Lierman, and Librarian Stephanie Heinemann present. Absent were Christina Pena & Jackie Delmont.

Board President Sarah Haber called the meeting to order at 5:03 p.m. and pointed out the location of the Open Meeting Act.

Minutes from the April 27, 2015 meeting were read. Motion was made by Tanya and seconded by Sandy to approve the minutes.

The financial report showed \$9,543.39 in checking and \$8,060.15 in savings at the end of April, 2015. The financial spreadsheet showed expenses of \$1819.18 for April and \$19517.51 YTD. Questions regarding the spreadsheet will be brought up to Holly Dale by Sarah Haber. The list of bill was presented and reviewed. A motion was made by Tanya and seconded by Jackie to pay the bill submitted: Great Plains, Black Hills Energy, CCPP, Cable One, Alley Cat Trucking, Post Office, Amazon, Supplies to be paid from the Village funds. There was also a bill for a Summer Reading Program Presenter that will be paid out of Library Funds.

Librarian's report showed 158 books and movies checked out plus 18 checkouts through Overdrive. Library usage as follows: 45 ages 0-12, 14 ages 13-20 and 120 ages 20+. The fine box shows \$131.05 at the end of April with expenditures of \$60.89, \$12.75 fines collected, \$0 in Donation, \$2 in disc cleaning and \$0 collected for lamination.

Activities & Meeting - None

Correspondence – Anika sent information regarding a strategic planning workshop to be held at the Tilden Library on June 10 from 10-1:30. Registration deadline is June 9. Several board members expressed interest in attending.

There is an Annual Literary Festival on July 25, Stephanie is planning on attending.

There is a Nest 529 summer reading scholarship that we can enter our participants in at the end of the summer. We plan on entering names this year.

Agenda

There were a few names presented for a replacement board member. No commitments as of yet.

There were a few changes to the Policy and Procedure Manuel. Tanya moved and Sarah Seconded to accept the following change: The reference collection will offer at least the following material online or in house and not be more than ten years old: a general encyclopedia, a current world atlas, a current world almanac a local telephone book and a copy of the local city directory.

A few other changes to the Policy and Procedures Manual were brought to our attention. We will vote on the changes at the June meeting. The areas were: Lighting Sign and Hours, History update and Reading Rooms.

The employee review and wages will be discussed at the June Meeting.

The next meeting will be held on June 22, 2015 at 5:00 p.m. A motion was made by Tanya and seconded by Sandy to adjourn the meeting at 5:37 p.m.

Respectfully submitted by Tanya Oligmueller