

Meeting Minutes

Karlen Memorial Library Board

The Karlen Memorial Library Board of Trustees met on Monday, February 22, 2016. Present were Sarah Haber, Sandy Lierman, Tanya Oligmueller, Jackie Delmont, and Librarian Stephanie Heinemann. Absent was Sherri Harrington. Board President Sarah Haber called the meeting to order at 5:05 P.M. and indicated the location of the Open Meetings Act.

Minutes from the January meeting were read. A correction was made to the minutes, with the \$50 memorial donation made in memory of Millie Stutzman. The minutes were then approved.

The financial report showed \$8,807.65 in checking and \$8,072.31 in savings. The financial spreadsheet showed expenses of \$2,243.66 for February and \$10,034.23 YTD. The list of bills was presented and reviewed. A motion was made by Tanya and seconded by Sandy to pay the bills submitted: Great Plains, Black Hills Energy, CCPPD, Cable One, Amazon, and Alley Cat Trucking Co. All bills are to be paid from the village budget.

The librarian's report for January, 2016 showed 115 books and movies checked out, with the addition of 25 checkouts from Overdrive. Library usage was as follows: 34 ages 0-12; 0 ages 13-20; 99 ages 20+; 62 computer users; 40 reference questions. The library website received 122 views, 17 website searches, and 31 Facebook followers. The fine box showed \$223.61, with \$39.39 in expenditures, \$24.10 fines collected, \$0.55 donations, \$2.00 in disc cleaning, and \$10.10 in laminating.

Meetings and activities: Stephanie reported on completing a customer service class and attending a summer reading workshop, with additional webinars coming up. She reported that no one attended the first lunch-hour business workshop held at the library. Stephanie informed the board that the E-Rate for this year is 40%, which is \$336.14, and will be 20% next year, or \$160.00.

Correspondence: A thank-you card was received from the family of Millie Stutzman.

Agenda: Stephanie provided the board with information relating to LB 969. The summer reading program was discussed, and it was moved by Tanya and seconded by Jackie to approve the purchase of a Kindle for the program. Other purchases related to the summer reading program will be discussed in the future. It was moved by Tanya and seconded by Jackie to accept the new "Emergency/Disaster Policy." Motion carried. It was moved by Tanya and seconded by Jackie to approve the amended "Borrower's Privileges and Obligations" policy. Motion carried. It was moved by Tanya and seconded by Jackie to adjust the assistant librarian's hourly wage to \$9.00/hr. retroactive to January 1. Motion carried. Stephanie presented the new library card application and shared a list of patrons owing \$10 or more in fines.

The next meeting will be held on March 21, 2016 at 5:00 P.M. A motion to adjourn was made by Tanya and seconded by Sarah. The meeting was adjourned.

Respectfully submitted by Jackie Delmont