

Meeting Minutes

Karlen Memorial Library Board

The Karlen Memorial Library Board of Trustees met on Monday, January 25, 2016. Present were Sarah Haber, Sherri Harrington, Sandy Lierman, Jackie Delmont, and Librarian Stephanie Heinemann. Absent was Tanya Oligmueller. Board President Sarah Haber called the meeting to order at 5:02 P.M. and indicated the location of the Open Meeting Act.

Minutes from the November 24 meeting were read. A motion was made by Sandy and seconded by Sarah to approve the minutes.

The **financial report** showed \$8,557.65 in checking and \$8,072.31 in savings at the end of December, 2015. The financial spreadsheet showed expenses of \$1,889.51 for December, \$1702.46 for January, and \$7082.46 YTD. The list of bills was presented and reviewed. A motion was made by Jackie and seconded by Sarah to pay the bills submitted: Great Plains, Black Hills Energy, CCPPD, Cable One, Amazon, Upstart, Alley Cat, and Flower & Gift Gallery. All bills are to be paid from the village budget.

The **librarian's report** for November, 2015 showed 131 books and movies checked out, with the addition of 27 checkouts through Overdrive. Library usage was as follows: 50 ages 0-12; 6 ages 13-20; 111 ages 20+; 74 computer users. The library website received 196 views, with 13 website visitors and 23 Facebook followers. The fine box showed \$198.45, with expenditures of \$45.23, \$27.15 in fines collected, \$0.25 donations, and \$0.90 in laminating.

The **librarian's report** for December, 2015 showed 105 books and movies checked out, with 23 checkouts from Overdrive. Library usage was: 35 ages 0-12; 1 ages 13-20; 116 ages 20+; 85 computer users. The library website received 76 views, with 16 website visitors and 24 Facebook followers. The fine box showed \$228.25, with no expenditures, \$27.55 in fines collected, \$0.25 donations, \$2.00 in disc cleaning, and \$0.90 in laminating.

Meeting and activities: Stephanie reported participating in a number of webinars and will be attending a summer reading workshop in Norfolk.

Correspondence: The library received a \$50 memorial in memory of Janet Hinkel and \$200 from Shelly Hlavaty in memory of her brother, Donn Metheny.

Agenda: Carpet cleaning was discussed, but no action was taken. The last cleaning was in October of 2014. Flowers were ordered for the funeral of Millie Stutzman. Stephanie presented "Game Day @ the Library" and "International Games Day @ Your Library" as a possible way to interest older children in spending time at the library. The summer reading program will be "On Your Mark, Get Set, Read," with a sports, health, and fitness theme. The updated *Emergency/Disaster Policy* was discussed. The *Borrower's Privileges and Obligations* policy was also discussed, and it was agreed upon to send a reminder to patrons owing \$15 or more. The possibility of waiving the \$20 deposit to receive a library card was discussed and will be revisited at the next meeting.

The next meeting will be held on February 22, 2016 at 5:00 P.M. A motion to adjourn by Sarah and seconded by Sandy. The meeting adjourned at 5:50 P.M.

Respectfully submitted by Jackie Delmont