

## Maltman Memorial Library Board Meeting Minutes

January 10, 2018

6:30p.m.

### Roll Call

Present- Marilyn, Bev, Deb, Mandy, Jane and Sharyl

Absent- Teri

Public- Ken Fairbanks

November Meeting minutes were read and approved 4/0

-Deb and Mandy will start to sign paychecks to prevent any alterations being done with hours.

-Stains were found in the ceiling on the north wall above the adult books. Marilyn will bring the issue up with the city council.

-The sewer was backed up with tree roots and Marilyn is going to talk to the city about insurance claim on the floor tiles which came up in the Bathroom.

-Furnace has been properly rewired to heat the building. Kinger was unable to get another unit to add to the furnace so we are going to make due with what we got for now.

-Mandy has been attempting to get a hold of Charter and get a quote on adding the phone and fax service from them. Charter has not gotten back to us about it and attempts will be made to resolve the issue.

-The NLC conference is in Lincoln this year. Deb stated that asking the commission for money will lessen our chances of getting it next year when it is needed. We can possibly ask the Wood River Foundation for money to cover some of the cost. Mandy and Deb need to attend this conference annually to keep up on their accreditation hours.

-The Bibliostat Survey has been submitted and Sam has had some questions. Mandy will talk to the treasurer to get the information needed to complete the survey. The survey is due Feb 15<sup>th</sup>.

-Deb and Mandy will be attending the summer reading workshop on January 26, 2018. The city needs to cut a check of \$20 to cover both of their tuition. The Class is in Hastings and the Library will pay for the mileage and hours used to attend. Motion made by Sharyl and seconded by Jane.

-Gingerbread house contest was a success. We had 16 entries and 8 winners. We would like to add a family division to the contest next year. A thank you note and pictures were sent to subway.

-Carpets were cleaned by Deb and Mandy. The board noticed how wonderful they looked. The only charge to the library was for the cleaning products and Deb and Mandy's time.

-A window was shot out in December and the service guy was out to measure the window to get a quote. Insurance is going to cover partial cost of the window.

-There was a natural gas smell coming from the furnace room. Patrons noticed the smell when they walked in the door. Brent was asked to shut off the gas line. Black Hills had a tech come out and sniff the back room the next day for leaks. No leaks were found and if it happens again call the company and evacuate the building.

-Snow was not removed from the sidewalk up to the library door till two days after the snow had fallen. Marilyn will bring it up to the city that they are to take care of snow removal in front of the library.

-Our Amazon account has been updated to an Amazon Business account and our tax-exempt papers have been filled out with Amazon.

-Bev will drop off a thank you card to write a thank you to Marcia Bloom

-Deb is going over her hours doing the meetings in the evenings. Deb suggested Thursday mornings at 10:00 a.m. Jane made a motion to meet the 2<sup>nd</sup> Thursday of every month at 10:00 a.m. and Sharyl seconded it.

-Walmart north tax-exempt form is completed.

-Deb talking to the humanity speaker will be tabled till February meeting.

-The City will keep the park water meter on the library bill. The bill for the park meter will be paid for by the parks department.

-Deb talked to Denise and was told the director oversees writing the agenda for the meetings. Deb will have the agenda out 10 days to a week prior to the meeting.

-Deb spoke with Denise about getting a n internship program and we will be able to be a part of this program once we are accredited.

-Marilyn will attend the first city council meeting in February on the 6<sup>th</sup>, to present the annual report. Also, Marilyn will bring our other concerns to the city council.

-February agenda will be handed out on January 29, 2018 and posted.

-Jane made the motion to allow Deb to float her hours to average 38 hours per week over one fiscal year. Mandy can not go over an average or 32 hours per week average over one fiscal year. Motion was made by Jane and seconded by Sharyl.

-Deb brought up the library will put in for a grant from the wood River Foundation by the end of January for 2 new HP Steam computers and computer locks

Public Comment

Ken Fairbanks brought up the idea of if we ever must replace the water heater we should consider switching to an electric water heater to save the \$30 plus dollars in line cost and fees we are charged.

Motion was made to adjourn the meeting by Sharyl and seconded by Jane at 7:45 p.m.