

## Maltman Memorial Library Board Meeting Minutes

October 11, 2017

Roll Call was taken and Deb, Mandy, Bev, Terri, Sharyl, and Marilyn were present.

The minutes were read by Bev and two changes were made and approved by the board.

### Old Business

1. Gutters need to be cleaned out and the city notified. Bev agreed to talk to the city about getting the gutters cleaned.
2. Library is no longer using the trash can in the alley. Park users are using the dumpster and the library does not wish to be charged for the trash. Bev will discuss with Holly about getting the trash can picked up.

### New Business

1. New door put on office. Greg being contacted to get stain for the door.
2. Scanner 2 is down and was returned with refund coming in 7 to 14 days on the city credit card. A new scanner will be ordered on the next book order.
3. Cleaning supply price comparison was done and it is cheaper to use dollar general and Sam's Club to purchase cleaning and office supplies. Motion was made by Sharyl and seconded by Terri.
4. The Request was made for the monthly report for the daily counts to have a total added to the end and Mandy stated that that will be done from here on out.
5. Books can be donated and used at the discursion of librarian. Patrons will have opportunity to take home books that cannot be used.
6. Deb will start to do weekly posts of events on Facebook and also in the clipper. Mandy will be putting up pictures on Facebook for the events with the afterschool program kids.

### Strategic Plan

1. City housing survey can be read online. Terri will read through the information and report back with any information we can use.
2. Strategies for the strategic plan promoting helping image.
  1. City cleanup
  2. City projects
  3. Beautifications
  4. Possible fund raising
  5. Improve drop box, universal and bilingual sign
  6. Miss Clause or elves pictures have a reading with seventh grader.
  7. Coloring contest, placemats for senior center and VA.
  8. Easter egg dying
  9. Delivering Christmas cards

#### Bug Man

Will have the building sprayed for bugs quarterly and have a checklist for the guy to fill out and sign every time he visits. Motion made by Jane and seconded by Terri

#### Vacation Request

Deb filled out a vacation request. Mandy will assume deb's hours while she is away.

#### Public Comment

Patron did contact Marilyn about a climate control room addition for future build.

City bills read and signed by Marilyn.

Next meeting date set for Wednesday, November 8, 2017 at 6:30