

Ashland Public Library Board of Trustees  
Regular Meeting  
February 8, 2012

Notice is hereby given that the regular meeting of the Ashland Public Library Board of Trustees was held at the Ashland Public Library, 207 N. 15th Street, Ashland, NE on Wednesday, February 8th, 2012 at 6:00 pm. This meeting was open to the public, and the public was encouraged to attend. An agenda for the meeting was available for public inspection at the library.

President Chris Gossin called the meeting to order at 6:06 pm. Roll call was taken and the following members were present: Dean Curtis, Staci Jacobsen, and Chris Gossin. Nicole Chudomelka and Michelle Powell were absent. Librarian Heather St. Clair was present.

President Gossin noted the Open Meetings Act posted in the library.

**Agenda**

Motion by Member Curtis to approve agenda with second by President Gossin to approve the agenda. All present voted yes. Motion carried.

**Minutes**

Motion by Member Curtis with second by Member Jacobsen to approve the minutes of the January meeting. All present voted yes. Motion carried.

**Financial Report**

Financial report was discussed. Motion by Member Curtis with a second by President Gossin to accept the report for filing. All present voted yes.

**Librarian Report**

Librarian Heather St. Clair reviewed the Librarian Report.

**New Business**

1. Laptop repair or replace: Boot-disks are no longer available. Member Curtis made a motion to allot \$600 for the purchase of a new computer, tower rather than a laptop. President Gossin seconded the motion. All present voted yes. Motion carried.
2. Library budget and funds: Heather researched to find that several thousand dollars were not being spent for the last few years. It was determined it is acceptable to spend the budgeted funds with approval of the board. Heather plans to do a quarterly budget. No action taken on this item.

3. Access for Director to Special Funds: Member Curtis made a motion to provide Heather with credit card to the special funds account. Second made by President Gossin. All present voted yes. Motion carried.
4. Accreditation: Heather checking into accreditation, needs a copy of our mission statement, finance policy and personnel policy. President Gossin directed her to the mission statement and finance policy. Personnel policy followed is the City of Ashland's personnel policy. Heather will continue to work on obtaining the second tier level. No action taken on this item.
5. Overdue Fines: Member Curtis made a motion to begin a 2 month moratorium on fines. Second by President Gossin. All present voted yes. Motion carried. Heather to put an article in the paper stating we are not charging fines. Heather develop a policy over the next two months to present the board with her recommendations.
6. Snow Days: Heather to use her discretion on a case by case basis, exercise good judgement. No action taken on this item.

Old Business:

1. Director-Salaried vs. Hourly: Motion by Member Curtis with a second by Member Jacobsen to approve the new job description stating salary is negotiable. Jessica to adjust pay to salary for next pay period. All present voted yes. Motion carried.
2. Newspaper Archive Format (Microfiche vs Electronic): Heather called Advantage Company. They stated that Cindy gave them a verbal to approve the \$1800 for the microfilm so we either need to pay the invoice or return the materials. Motion by Member Curtis with a second by Member Jacobsen to return the microfilm materials and get what is available through Microfilm Imaging Systems at the .25 per page. All present voted yes. Motion carried. Heather to continue working on getting digital copies from different options.
3. Policy Revisions and Additions: Member Curtis made a motion to approve the policy revisions and additions as presented by Heather. Seconded by Member Jacobsen. All present voted yes. Motion carried.
  - Library Card
  - Drugs, smoking, alcohol
  - Circulation
  - Collection Management
  - Hours and Holidays
  - Revision of grammatical errors
4. Internet Filters for Public Computers and E-Rate: Heather to work on applying for the E-rate for the phone and will try to make the application deadline for the internet filters.

5. Book sale: Heather to work on getting the basement room ready to possibly have an ongoing sale at the library. Heather to ask for help from board members and foundation members.

### **Adjournment**

President Gossin adjourned the meeting at 7:54 pm. The next meeting was scheduled for Wednesday, March 14th at 6:00 in the basement of the Library. The public will be made aware of the date and the agenda will be posted for public inspection at the library.

Minutes submitted by Staci Jacobsen