

**Minutes
Ashland Public Library
Board of Trustees
January 24, 2019**

Present: Heather St. Clair, Michelle Powell, Leslie Gerdes, Yong Hansen and Dan Wilson

Absent: None

Meeting called to order at 6:07

Approval of agenda. Michelle made a motion to amend the agenda by pushing the Financial report and Librarian's report to the end of the meeting so the Leslie could attend the Foundation meeting as liaison at 7. Leslie seconded the motion. Approval was unanimous with Dan, Yong, Leslie and Michelle voting in favor.

Approval of Minutes: Dan made a motion to approve the minutes from the last meeting. Yong seconded the motion. Dan, Yong, Leslie and Michelle voted in favor of approving the motion. **Please note that the board would like to have a copy of past minutes present at subsequent meetings provided either by Heather or the secretary.

Old Business:

Director's Evaluation was held between the Director and board members. Overall evaluation was very positive. Michelle facilitated discussion over a composite of ranked score sheets that each board member filled out. Heather mentioned that additional comments are also very helpful to her. Discussion was held about the library collection such as how and why books are chosen. The board inquired about staff evaluations. Heather said for the most part things are addressed right away and not stockpiled for a later date. Another discussion point was regarding donor relations and what the role the library plays vs the foundation. Finally, the board thought it would be beneficial for Heather to have an outline of long-term goals for the library drawn up possibly by our next meeting. These may serve as better benchmarks for future director evaluations than the community needs assessment that is part of our accreditation.

New Business:

Election of officers:

Michelle nominated Leslie to serve as President. Yong seconded the motion. Dan-yes, Yong-yes, Leslie-yes, Michelle-yes. Motion carried.

Leslie made a motion to appoint Yong as Vice President. Michelle seconded the motion. Dan-yes, Yong-yes, Leslie-yes, Michelle-yes. Motion carried.

Dan offered to serve as secretary. Leslie seconded the motion. Michelle-yes, Yong-yes, Leslie-yes, Dan-yes. Motion carried.

Leslie offered to continue to serve as foundation liaison so that there would be continuity for a while.

Financial Report: Since we did not meet in December, the discussion consisted of November and December 2018. Heather highlighted two corrections on November's report. \$882.60 was credited to the Conferences/Dues/Schooling line as the charge was not a library charge. Also, \$745.55 was credited to Computer Equipment/Software and charged to Computer Services Contract. No exceptions were noted on December's report. Motion to accept – Powell and second by Hansen. Powell – yes, Hansen – yes, Wilson – yes. Motion carried.

Librarians report: Discussion around Access System's contract and 2018 savings. Heather will clarify if savings of \$9,000.00 is above the \$8,000.00 contract payment or the amount that would have been saved if the library had enrolled in the highest contract tier.

More employee changes will be happening. Tanya will be leaving for a different job. Heather will ask if current employees can fill the children's program position or if additional hires will be required.

The crack in the foundation has been inspected. We are in a wait-and-see mode. No work will take place at this time.

Heather met with members of the Library Foundation to discuss their by-laws.

Meeting adjourned at 7:40 PM

Respectfully submitted,
Leslie Gerdes and Dan Wilson
Secretary