

Library Board Meeting Minutes for March 28, 2019

Meeting called to order at 6:01 PM.

In attendance – Leslie Gerdes, Yong Hansen, Michelle Powell, Alice West, Dan Wilson and Library Director Heather St. Clair.

The Open Meetings Act was noted on the west wall.

Public Comments - No public comments were made.

Agenda – Michelle motioned, Yong seconded, approved by all.

Minutes – Leslie motioned, Yong seconded, approved by all.

Financial Report – Report consisted of January and February 2019 data. Items to note: Insurance and Security fees show as high spending percentage due to being once or twice per year dues. Dan motioned to accept the report, Yong seconded, approved by all.

New Business:

1. Possible revision of library hours. The director analyzed attendance data and proposed a schedule that would maximize times of day when patrons use the library as well as save on number of hours per week, which in turn will save the library money. The proposed schedule is:
Monday, Tuesday and Wednesday – 9:30 AM to 6:30 PM
Thursday – 9:30 AM to 8:00 PM
Friday and Saturday – 12:00 PM to 5:00 PM

This schedule will not begin until after the current school year is completed.
The proposed schedule was motioned for approval by Michelle, seconded by Leslie and approved by all.

2. The director would like to close the library on May 10th, 2019 to take some staff members to attend the SELS Training Extravaganza at the Seward Memorial Library. The board asked if one or two other employees could stay behind to keep the library open, or have someone leave the conference early to open the library by the time school lets out. Heather is going to check on this and get back to the board.

Library Board Meeting Minutes for March 28, 2019

3. Meetings scheduled during unexpected library closures. The issue is that there was a meeting scheduled on a day that the library chose not to open due to weather events. The meeting scheduler was not contacted that the library was going to be closed and did not realize this until she arrived to begin setting up for the meeting. The issue has been addressed and corrected. In the future, library staff will be sure to check the schedule for any events. A group email will also be sent to the board for notification purposes
4. Discussion of donation policy – The library director will draft a new policy concerning this item based on other library's donation policies.
5. Library Vision, Core Values and Mission Statement – the library director, along with the board will review and rewrite these statements as necessary over the coming months.

Meeting was adjourned at 7:37 PM.

Respectfully submitted,

Dan Wilson