

## **Library Board of Trustees**

**June 20, 2012**

### **Library Conference Room**

**Present** - Compton, Gordon, Knoernschild, Moravec, Olson, Regennitter

**Absent** - Dew, Stelzner, Wojtecki

**Staff** - Anderson-Peck, Benefiel, Collins

**Friends Rep** - Gabbard

**Call to Order** - Vice President Olson called the meeting to order at 4:30 p.m.

**Approve Agenda** - Compton moved to approve the agenda as presented. Second by Gordon. All ayes. Motion carried.

**Approve Minutes** - Knoernschild moved to approve the minutes of May 16, 2012 as written. Second by Compton. All ayes. Motion carried.

**Ratify Bills for Payment** - Gordon moved to approve the following bills for payment. Second by Regennitter. All ayes. Motion carried.

6-8-12            \$11,930.30

6-22-12          \$15,270.59

**Citizens Speak** - Nothing to report.

**Staff Liaison** - Benefiel reported that Summer Reading is in full swing, with the programs being well-attended. Staff is pulling together and pushing through the extremely busy times at the circulation desk.

**Friends Report** - Gabbard reported that the Friends will hold a book sale on September 6, 7, and 8 at the School Administration office. They are accepting donations of books, dvds, VHS tapes, and cds. Some of the donations will be stored temporarily at the library.

The Friends have designed a new fundraising brochure which they will mail to all current and previous members. A \$10 individual membership fee will cover the rest of 2012 and all of 2013. New and renewing members will receive a membership card and an 8x10 Grossheim print of the old 1901 library.

**Director's Report** - Collins turned in her written report. In addition, she reported that

the City ordered a new air conditioning compressor for the library. Unfortunately it was the wrong one and we are waiting for its replacement.

A new shade for the Meeting Room will be installed tomorrow.

### **Old Business**

**Technical Services Area** - Collins and Gordon showed a power point presentation and discussed the improvements planned for the upstairs workroom and staff lounge. The estimated cost of the project is \$14,700. This will include furniture for Tech Services, a new delivery table with storage for Holds, a “re-fresh” in the staff lounge, and painting and carpet cleaning throughout both rooms.

Regennitter moved to approve paying from the Trust the estimated cost of \$14,700 to upgrade the Technical Services/Home Delivery/Holds area and the staff lounge. Second by Knoernschild. All ayes. Motion carried.

### **New Business**

**FAX Policy** - The Board heard the recommendation to change the FAX Policy as discussed by Collins and the Management Team. Gordon moved to amend the Policy to read, in its entirety, “The Library will not send or receive FAXes for the public.” Second by Compton. All ayes. Motion carried.

**Gifts & Memorials Policy** - Collins recommended that the Board review, but not amend, the Gifts & Memorials Policy. Regennitter moved to approve the Gifts & Memorials Policy as written. Second by Gordon. All ayes. Motion carried.

**July Board Meeting** - Collins advised that, because several members will be on vacation, the July Board of Trustees meeting has been cancelled.

The meeting was adjourned at 5:10 p.m. The next Board of Trustees meeting will be Wednesday August 15, 2012.

Respectfully submitted,

Peggy Gordon, Secretary

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