

Library Board of Trustees

December 19, 2012

Library Conference Room

Present - Compton, Dew, Olson, Regennitter, Stelzner, Wojtecki

Absent - Gordon, Knoernschild, Moravec

Staff - Anderson-Peck, Benefiel, Collins

Friends Rep - Gabbard

Call to Order - President Wojtecki called the meeting to order at 4:32 p.m.

Approve Agenda - Olson moved to approve the agenda as presented. Second by Stelzner. All ayes. Motion carried.

Approve Minutes - Olson moved to approve the minutes of October 17, 2012 as written. Second by Stelzner. All ayes. Motion carried.

Ratify Bills for Payment - Regennitter moved to ratify the following bills for payment. Second by Compton. All ayes. Motion carried.

11-2-12 \$6,751.10

11-16-12 7,575.40

12-7-12 11,911.16

12-21-12 4,695.01

Citizens Speak - Nothing to report.

Staff Liaison - Benefiel reported that Saren Black has been hired as a full time Library Assistant. Her main duties will be to oversee the Library's social media and to work the Reference desk. She replaces Greg Jerrett.

Friends Report - Gabbard reported that the Friends did not meet in December. A fundraising Trivia Night will be sponsored by the Friends on February 8 at the Moose.

Director's Report - Collins submitted her written report and added that she will meet tomorrow with the City Administrator and City Finance Director for the next step of the FY 2013-14 budget process.

Old Business

Meeting Rooms Policy - Dew moved to adopt the new Meeting Rooms Policy as presented. Second by Compton. All ayes. Motion carried.

New Business

FY 2013-14 Budget - Collins recapped the budget request that was submitted to the City Administrator.

Staff In-Service Day January 18 - Collins requested that the Board approve closing the Library on January 18 so that staff can spend the day in training on the new Polaris upgrade, as well as brushing up on Circulation and Reference policies and procedures. Effective communication among staff will also be discussed. Compton moved to approve closing the Library to the public on Friday January 18 for Staff In-Service Day. Second by Stelzner. All ayes. Motion carried.

The meeting was adjourned at 5:15 p.m. The next meeting of the Library Board of Trustees will be Wednesday January 16, 2013 at 4:30 p.m.

Respectfully submitted,

Peggy Gordon, Secretary

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