

Library Board of Trustees

April 17, 2013

Library Conference Room

Present – Gordon, Knoernschild, Moravec, Olson, Stelzner

Absent – Compton, Dew, Regennitter, Wojtecki

Staff – Anderson-Peck, Benefiel, Black, Collins

Friends Rep – None

Call to Order – Vice President Olson called the meeting to order at 4:40 p.m.

Approve Agenda – Moravec moved to approve the agenda as amended to add Board Member Opening under New Business. Second by Gordon. All ayes. Motion carried.

Approve Minutes – Knoernschild moved to approve the minutes of March 20, 2013 as written. Second by Stelzner. All ayes. Motion carried.

Ratify Bills for Payment – Gordon moved to ratify the following bills for payment. Second by Stelzner. All ayes. Motion carried.

4-5-13 \$11,381.14

4-19-13 6,941.13

Citizens Speak – Nothing to report.

Staff Liaison – Benefiel reported that the circulation staff is gearing up for the annual Fine Free Week, which runs May 18 – 24. Fines on returned items will be waived and lost cards will be replaced free of charge for patrons who walk into the building. This event provides a fresh start, especially for children who wish to participate in Summer Reading. It has also been proven to provide incentive for people to return long overdue items.

Friends Report – Collins reported that the Friends have approved the library's request for \$3,500 to help fund Summer Reading. They have also approved payment of 2/3 of the cost for shipping "Games", an exhibit from the Memphis Children's Museum expected to arrive in September. Planning for the Fall Book Sale is under way.

Director's Report – Collins turned in her written report and discussion was held. She also reported that the police recently brought in photos of individuals they were

searching for and asked staff to call them if any of these people come into the library. It was decided, after consulting with management staff both here and in other libraries, that it is ok for us to cooperate with the police in this circumstance. Confidentiality does not extend to being present in the building.

Old Business

Pinterest Demo- Saren Black, Social Media Coordinator, gave a tour of our newest electronic feature.

LEAN for Shelving Dept. – Collins reported that the next area to go through the LEAN process will be the shelving department. This will take place during May, before Summer Reading starts.

New Business

Overdues and Fines Policy – Small changes were presented, consisting of updated material formats and methods of patron notification. Gordon moved to accept the changes to the Overdues and Fines Policy as presented. Second by Knoernschild. All ayes. Motion carried.

Library Hours – Collins presented ideas to shift open hours, closing earlier on Monday through Thursday and staying open later on Friday and adding one hour to Sunday. Target date would be after Labor Day. Collins will do some research on other libraries' hours and high traffic times and bring her findings to the next meeting.

Board Member Opening – Stelzner's term ends on June 30. The Board is asked to start thinking about a potential replacement and to bring suggestions to the next meeting.

The meeting was adjourned at 5:48 p.m. The next meeting of the Library Board of Trustees will be Wednesday May 15, 2013 at 4:30 p.m.

Respectfully submitted,

Peggy Gordon, Secretary

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