

T. B. Scott Free Library Board of Trustees
REGULAR MEETING
April 16th, 2014

Minutes

1. Opening

President Mike Geisler called the Regular Meeting of the Board of Trustees to order at 4:02 p.m. in the Library Board Room. Present: Gene Bebel, Katie Breitenmoser, Paul Gilk, Richard Mamer, Tim Meehean, Kyle Reimann, Jim Wedemeyer and Vickie Yelle. Also present: Don Litzer (-5:00), Mike Schroeder (-4:37) and Karissa K. from MP3.

Several items of correspondence were received. A letter was received from the Merrill Historical Society recognizing the Endowment Fund Pledge. Also received was a Supplemental Notice of Hearing on Petition for Appointment of Trustees and Termination of Trust in the matter of Thomas B. Scott, Jr.'s last will and testament. Ms. Stevens relayed her phone and email conversations with a member of the Scott family regarding maintenance and upkeep responsibilities of the Scott Mausoleum. A request for contributions to the Hanging Basket Project from the Merrill Area Chamber of Commerce Foundation was also received. Staff are again donating the proceeds from April "Casual Friday" donations; the board approved by consensus to fund the remainder of a pole donation from endowment funds.

Mr. Reimann was welcomed to the Board.

There was no public comment.

2. Consent Items

M Meehean/S Breitenmoser/C to approve the minutes of the February meeting as printed. M Meehean/S Mamer /C to accept the Monthly Revenue and Expense Printouts for February & March as printed.

3. Reports/Discussion Items/Action Items

A. Conflict of Interest Policy & Statement Annual Review: The IRS recommends all 501(c)(3) organizations (T.B. Scott Free Library Endowment Fund) have a conflict of interest policy and that board members adopt and regularly evaluate said policy. M Bebel/S Mamer /C to retain the policy with no changes. A signed statement from Board members will be kept on file with the library director.

B. Proposed Fines & Fees Policy Change Related to Seed Library: M Meehean/S Yelle /C to approve the policy revision as presented.

C. Endowment Fund Request - Seed Library: M Gilk/S Breitenmoser /C to approve \$300 from the Endowment Fund to provide additional funding for the Seed Library as presented.

D. Building and Grounds Requests: M Meehean/S Bebel /C to approve funds not to exceed \$12,500 from Endowment Fund monies for the projects presented in addition to the bill from Simplex-Grinnell for inspection and cleaning of a smoke detector which caused a fire alarm.

E. Strategic Plan Progress-Goals #1-4: Ms. Stevens presented staff progress on goals and objectives. Progress on the Strategic Plan will be presented monthly on an ongoing basis.

F. Trustee Essential #9-Managing the Library's Money: Ms. Stevens provided copies of Trustee Essential #9.

G. Reports from Friends/WVLS Representative: The Friends of the Library annual meeting is scheduled for May 12th at 6:30 p.m. at Prairie River Middle School, featuring internationally-acclaimed astronomer Maggie Turnbull. The Friends are funding a staff member to attend the annual WAPL Conference. The Friends are having their spring book sale May 8th, 9th and 10th. Board members were given a brief report from Lincoln County's WVLS Representative, Ms. Sauer. Ms. Stevens discussed Project WIN and some of the issues surrounding this complex undertaking.

4. Forthcoming Events & Library Director Report

- National Library Week events all week, Food for Fines and refreshments in the lobby.

- Library has had wonderful publicity for our recent programming efforts-Affordable Healthcare Act Sign-up, Heirloom Seed Library, 3D printer.
- Following direction from the board as a result of the recent Strategic Plan, the library statistical report has been revised to better reflect library activity. Previously, the report focused primarily on circulation. The revised statistical report also seeks to capture and recognize the activity that occurs by staff both inside and outside the building in areas such as programming, meeting room use and technology.
- Board members were apprised of the city council directive requesting all city departments to provide a scenario that demonstrates a 5% and 10% reduction in municipal departmental budgets.
- Ms. Stevens is meeting with City Hall staff to further discuss the potential of cooperative supply purchasing for possible cost savings.
- Ms. Stevens is meeting with City Technology staff to consider the possibility of upgrading the near end-of-life library phone system with that of the city to possibly realize a cost savings, rather than the library having their own standalone system.
- Youth Services staff hosted a table at the MARC last weekend for the Children's Festival. Staff signed up many new youth for the 1000 Books Before Kindergarten at this event.
- Mr. Litzer will be presenting a program at the upcoming WAPL annual conference in May.
- Ms. Stevens reported that she has been in contact with staff from the Department of Corrections regarding potential partnerships with Lincoln Hills School to provide services to this population. A tentative meeting has been set for June. Board members directed staff to include in that discussion the exploration of Federal and State Grant Fund availability for this type of collaboration.

5. Adjournment:

The meeting adjourned at 5:20 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on May 21st at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary