

# BRADFORD MEMORIAL LIBRARY

## Library Board Meeting Minutes of March 28<sup>th</sup>, 2016

Board Members Present: Mrs. Nancy Wagner, Mr. Richard King, Mrs. Susan Holthaus, Mrs. Angie Deaver, Mrs. Debbie Hill and Mrs. Judy Cole.

Others Present: Mrs. Marlene Rethman and Mrs. Kristi Jacobs.

### **I – CALL TO ORDER**

Mrs. Wagner called the meeting to order.

### **II – CONSENT AGENDA (February minutes, February and March bills, and financial statements)**

The motion was made by Mrs. Deaver to approve the February minutes, the February and March bills, and financial statements for February and March 2016. This was seconded by Mrs. Cole and passed unanimously.

### **III – COMMITTEE REPORTS**

*Friends of the Library:* Mrs. Marlene Rethman will now take over as FOL representative at the board meetings. At their last meeting the Friends decided to put on a spring book sale on May 6<sup>th</sup> and 7<sup>th</sup>. Set-up will begin on May 5<sup>th</sup> and anyone's help will be appreciated. After discussion they decided not to provide hors d'oeuvres for the class reunion that is coming up in October at the library. Using several area towns as examples, they are talking about putting on a fashion show and tea as a fund raiser, maybe in the spring of 2017. They talked briefly about Christmas being a good time to try another fund-raising event. A bake sale will be included in the next book sale.

### **IV – DIRECTOR'S REPORT**

Staff evaluations were completed in February. Derek Pippig left the library for an internship at an accounting firm. Chelsea Gates moved to the upstairs circulation desk and Mrs. Jacobs and Mrs. Leonard conducted interviews, twice, to hire someone to take that position downstairs in children's services. Two new employees were hired. Ms. Amber Janssen will be working upstairs and Mrs. Shawn Boyer will be working downstairs. Another job opening was recently posted to the papers as Keneil Gomez will be leaving the library to take a nursing position.

There were eight people in attendance at the book club book discussion in March. The title for April will be "Funny in Farsi" by Firoozeh Dumas. There were eight people at the last computer class. Mrs. Loretta Whitney has decided to stop teaching the class now that her husband has retired. Mrs. Jacobs' sister-in-law teaches a middle school tech class and she is hoping she might teach a social media specialized class like Facebook. She and Mrs. Hunter will be checking into more of the state run resources for future computer classes.

National Library Week will be the week of April 10<sup>th</sup> through April 16<sup>th</sup>. The theme will be "Libraries Transform" so Mrs. Jacobs and Mrs. Hunter will make a display showing before and after pictures of the remodeling project with donation cards in case someone would like to make a donation. They've talked about doing "Food for Fines" where patrons can donate one food item per one dollar of any fines they owe that have not already been sent to state collections. Mrs. Jacobs and the board agreed to provide lunch foods and snacks for the staff in recognition of Library Workers Day on Tuesday, April 12<sup>th</sup>.

### **V – OLD BUSINESS**

*Sales Tax Letter:* The request for an allotment of sales tax money for the library was declined. Their reasoning was that they did not want to fund something that would be used to pay off a debt. Opinions were shared as to how a presentation could be made next year that explained that any money not going toward paying back remodeling expenses could be used for library projects or programs instead. But there were a lot of factors to consider as to why money was given last year but not this year.

### **VI – NEW BUSINESS**

*Longevity Pay:* Mrs. Jacobs presented a policy on the topic of longevity pay. This money would be paid in November to full-time staff members who have been employed for five years or more. This is a program that the city participates in. The city requested that a policy be approved to pay the three staff members that qualify for 2015 now and any future disbursements. The motion was made by Mr. King to approve the policy for a longevity pay and to retroactively pay the three qualifying employees for 2015. The motion was seconded by Mrs. Hill and approved unanimously.

*2017 Budget:* Two budgets were presented to the board for approval. The revenues are the same amount in each budget. The difference in the expenses is whether or not the library renovation project goes to bond with the city. If we go to bond with the city our payment would be about \$35,000 a year for 10 years. If we went to bond, we would be able to be more comfortably staffed, able to offer more programs, and update technology. There was concern that we only budget for the one employee that uses the benefit insurance, instead of the six that are eligible. If an eligible employee did decide to have health insurance through the city, we would have to decide what expenses we would cut in order to pay for our portion. Accumulated sick leave is not paid when an employee leaves but personal leave is. The board asked for Mrs. Jacobs preference on the budgets. Mrs. Jacobs would prefer to go to bond. This would allow the library to offer more programs and services that the staff and the board want to be offered. We can only cut in certain places, namely staff and materials. The board approved both budgets with the preference to go to bond this year with the city. The motion was made by Mrs. Cole, seconded by Mrs. Holthaus, and passed unanimously.

Submit and present to City Manager and Finance Officer April 1, 2016 at 9:00

Present to City Commission at a work session on May 11<sup>th</sup>, 2016 at 4:00

*April Meeting:* It was decided to not meet in April. Our next meeting will be May 9<sup>th</sup>.

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**VII - FURTHER DISCUSSION AND ADJOURNMENT**

Every employee did receive a raise, retroactive to the first of the year.

The Tin Man has been removed from the library. One of the men who built him took him to his house. Mrs. Cole showed a picture of him in his new home.

The pictures are ready to be hung.

Mrs. Wagner, Mrs. Kistler, and Mrs. Hunter have been working on the donor recognition list.

The meeting adjourned.

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Kristi Jacobs, Secretary