

BRADFORD MEMORIAL LIBRARY

Library Board Meeting Minutes of May 9th, 2016

Board Members Present: Mrs. Nancy Wagner, Mr. Richard King, Mrs. Susan Holthaus, 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 (MINUTES, BILLS, AND FINANCIAL STATEMENTS)

Mr. King noted that the Outreach Mileage line item is quickly reaching its maximum. Mrs. Jacobs explained that this is because we are short a volunteer to deliver books. RSVP, through the Department on Aging, has not been able to find a replacement yet. Mrs. Tower has been delivering out of town to these libraries while we wait for a new volunteer. Typically we should not have this much Outreach Mileage expense. Mrs. Cole mentioned that maybe some of the funds the Friends of the Library gave to Outreach could be used to help with this expenditure. Mrs. Jacobs said she will talk to Mrs. Tower and see where we are on finding a new volunteer to deliver those routes.

Mrs. Cole asked for clarification about what the Transfers budget line is used for. Mrs. Jacobs said this is for paying for the renovation project.

Mr. King asked if there is money that has not been used from the budget by the end of the year if that money can be moved to other budget lines. Mrs. Jacobs said the money cannot be moved but the money can be used to pay for other needs than what it was earmarked for. Our overall expenses cannot exceed our revenues. It does not matter, to the city or auditors, if we go over in certain line items.

The motion was made by Mrs. Cole to approve the minutes of March's meeting, the bills paid in April, and financial statement for April 2016. This was seconded by Mr. King and passed unanimously.

III – COMMITTEE REPORTS

Friends of the Library: The Friends did not have their meeting today. Mrs. Rethman did not have the final total from the sale but said the estimate was \$825.00. Left over books were purged and those were picked up for disposal this morning. The Children's Department has requested money for the Summer Reading Program. A check for \$1,000 will be given to them.

IV – DIRECTOR'S REPORT

New time clock software was installed at the beginning of April which works better with the city's accounting software and now allows Mrs. Jacobs to enter new employees into the time clock, instead of them having to go down to the City.

Ms. Karen Walter has been hired to work at the adult circulation desk part-time.

The Summer Reading Program planning will now be the staff's primary focus for the next month. Two inflatable obstacle courses have been rented. One will be for younger children and one for older. These will be set up all day on June 1st which is the first day to start signing up for the SRP. Mrs. Jacobs thought it might be wise to hire a bouncy-house employee for the day, at an additional \$100 cost, to help ensure that this event goes smoothly. The board agreed. She plans to help and will assign staff members to help throughout the day and Mrs. Wagner plans to help too. These will be set up to the north of the library under the trees. The company will not set them up if it is too windy but it will be up to the library if they are set up in the rain. If they are not set up before the rain starts there will not be a charge for them being here. Inflatables are not allowed in the city parks.

Along with reading and prize drawings for the teens, there will also be a book club set up for that age group, which is 11-15 years old. These meetings will be scheduled for a couple of Mondays throughout the summer and pizza and other refreshments will be served. On the morning of Tuesday, July 12th Mrs. Jacobs will help out at BCC at the ropes course. Participants will be harnessed and can do obstacle course type activities in the air. Participants will need their own transportation, will need to sign a waiver, will need to sign up ahead of time as there will be a limit of 25, and they will need to pay half of the fee which is \$30. The money for the other half of those fees will come out of the Summer Reading Program budget. A few board members offered to help with those fees if someone needs a scholarship to be able to go.

The children's department's programs are divided along the age groups zero to two year olds (the Rubber Ducky Club), three year olds to pre-k, and kindergarten through fifth grade. There will be a Lego Club for the k-5th group which will continue on after the Summer Reading Program is over. The reading awards will be given for the amount of time reading not for the amount of books read and can read whatever they choose. There will be two scheduled Family Game Nights. These will include games such as Croquet, Badminton, Volleyball, and others set up on the lawn. Mrs. Jacobs asked for any willing volunteers to help with these game nights. Mrs. Hunter's husband, Adam Hunter who is the women's soccer coach at BCC, has offered to put on a mini soccer clinic too. The Baptist Church Daycare will be participating this year. They will follow the same guidelines as everyone else but there will be a special story time set for them as a group on Tuesdays. SRP information flyers will be handed out to the schools, to Head Start, and to the Educare Center at BCC. It was suggested home childcare providers be given the information too, though finding out who and where those are may be harder.

Bradford will be participating with the Lunch Box outreach program also starting mid July doing enrichment activities one day per week.

The library's Outreach Services does not do enrichment activities for or with the elderly and shut-ins that books are taken to but they are available for check out to use. Mrs. Tower is in contact with the Activities Directors at a number of facilities who would be the ones in charge of getting these materials for their patrons.

The adult programming will continue to consist of prizes for those that enter plus Yoga classes will be offered four times throughout the summer. The concern was brought up about if having someone charge for services rendered at the library will be a possible tax or insurance problem. It

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was suggested that those who sign up could pay the fees to the library and the library could pay the Yoga instructor for teaching the classes. That still leaves the insurance issue. Mrs. Jacobs will be checking into these questions.

The adult book club will continue to meet on the fourth Tuesday of the month throughout the summer along with some more general computer classes including more specific classes such as how to use Facebook, how to use the Sunflowerlibrary site, tricks and tips for iPads and iPhones, and job searching and resume building.

V – OLD BUSINESS

Recognition Wall Update: The names list is almost complete for the recognition wall. There are a handful of people that have not followed through on their pledges yet whom letters have been sent to and Mrs. Jacobs will be contacting those that donated as city employees soon.

VI – NEW BUSINESS

2017 Budget: The proposed 2017 budget will be presented to the City Commission at a work session on May 10th, 2016 at 4:00 p.m.

Logo Use – Policy Discussion: There was discussion about the use of the library’s logo by anyone else other than the library. There should be a formal policy in place regarding the use of the library’s logo. Mrs. Jacobs will do some research looking at other area libraries as to how a policy like this should read.

Library Goals – Board Set Discussion: It was suggested that the board members think about goals that could/should be set for the library in the coming year or even short term and long term goals to share and discuss at the next meeting.

July’s Meeting: The next board meetings will be June 13th, 2016 and August 8th, 2016. There will be no board meeting in July.

Volunteers for SRP game nights: Mrs. Jacobs will send out an email requesting volunteers for the game nights during the summer.

VII – FURTHER DISCUSSION AND ADJOURNMENT

There were no other further discussions and the meeting adjourned.

Kristi Jacobs, Secretary