

Musser Public Library Board of Trustees

April 18, 2018 meeting

408 East Second Street

Present: Daufeldt, Gordon, Wojtecki, Moravec, Gradert, Regennitter, Olson

Absent: Dew, Johnson

Staff: Collins, P., Benefiel, Fiedler, Carlson

Friends Rep: None

Approval of Agenda: Collins asked to add the Board Training to Agenda. Regennitter motioned to approve the corrected agenda and Moravec seconded. All ayes.

Approval of Minutes: Gordon motioned to approve the minutes for March and Olson seconded. All ayes.

New Building Update: Randy Hill and Glenn Stelzner gave an updated report on the new building progress. The city maintenance guys have cleaned out the drains, sub graded and added rock to the basement area outside in the courtyard.

Gradert reviewed with the board the roles of the Board and Director manual.

Ratify Bills for Payment: Collins reviewed the bills for payment. Moravec motioned to approve bills for payment, Regennitter seconded. All ayes

Citizens Speak: None

Staff Liaison: Benefiel stated that Julie Duke has been replaced by Heather Benninger.

Friends Report: None

Director's Report: Collins reported that they are considering May 18 closing and June 15 having a soft opening with a major opening on June 30<sup>th</sup>. Envisionware training will be May 23 and shelving should be here May 29.

Old Business: The library's financial contributions to the new building would be \$45,000 rolled over money from computer fund and \$100,000 from the trust, this is the match for the CAT grant.

Gordon motioned to approve the collection policies as submitted with Regennitter seconded. All ayes.

New Business-The meeting room policies were presented. Gradert motioned to approve the policies as submitted with Gordon second. All ayes.

Collins presented the outsourcing collection development. Library systems services is the company that would help develop the collection based on Polaris and what our patrons are requesting. The one time

implementation fee of \$15,500 will be paid out of the trust. The Collection Management subscription fee of \$34,800, the One-time opening collection support for \$1,500 and the Annual on-site review for \$4,200 and the additional support will be paid out of the annual budget. Gradert motioned to outsource to Library Systems Services as outlined in the contract for 2 years. Olson seconded. All ayes. Services will begin immediately.

Adjourn: Regennitter motioned to adjourn, Gordon seconded. Meeting adjourned 6:14 pm.

Next Board Meeting will be Wednesday, May 16, 2018.

Location: 408 East 2nd