

## **Library Board of Trustees**

**January 15, 2014**

**Library Conference Room**

**Present** - Compton, Daufeldt, Dew, Moravec, Olson, Wojtecki

**Absent** – Gordon, Regennitter, Sheets

**Staff** – Anderson-Peck, Benefiel, Collins

**Friends Rep** – Gabbard

**Call to order** – President Wojtecki called the meeting to order at 4:33 p.m.

**Approve Agenda** – Olson moved to approve the agenda as amended to add item Elevator under New Business. Second by Dew. All ayes. Motion carried.

**Approve Minutes** – Daufeldt moved to approve the minutes of December 18, 2013 as written. Second by Moravec. All ayes. Motion carried.

**Ratify Bills for Payment** – Olson moved to ratify the following bills for payment. Second by Dew. All ayes. Motion carried.

1-3-14	\$3,977.26
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1-17-14	\$4,137.29
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**Citizens Speak** – None

**Staff Liaison** – Benefiel reported that Holds Clerk Rod Peck has been moved to the Circulation department and the Holds duties have been absorbed by the Circulation staff. Collins noted that with the expansion of e-materials and less physical materials, integrating Holds into Circ is doable.

**Friends Report** – Gabbard reported that the Friends will send out fundraising letters to individuals and companies requesting donations.

**Director's Report** – Collins turned in her written report. She will go next week to the County Board of Supervisors with the Library's budget request for FY 2014-15. We are asking for a 2.5% increase over last year. On Saturday February 1 Collins will present the Library's FY 2014-15 budget request to the City Council.

## **Old Business**

**Shelving** – We are running out of room to shelve both adult and children's dvds. The bins used in the Children's department have been discontinued. We will either need to buy all new or try to find something that will somewhat match what we have in Children's. Paragon has submitted a bid of \$4,000 for additional adult dvd shelving from Allsteel which would match what we already have.

Choices are a) the Trust pays for shelving, b) wait until close to the end of the FY to see if there is any money left in the general budget, or c) weed the dvds heavily to make room on the shelving we have. Discussion was held and no decision was made.

**Strategic Plan** – Collins will email the Board with details and options. Timing would be best either before June or after September. The company doing the plan needs 6 weeks for their process. There will be 2 evening meetings lasting 4 hours each for Board members.

**Budget Process** – As stated earlier, Collins will meet with the City Council on February 1 to present the Library's FY 2014-15 budget request. She reports that both the City Administrator and Finance Director have already expressed positive comments about our request.

## **New Business**

**Winter Event** – The Pirate Extravaganza was very successful and stress free, with 900 people attending over the two days. Numerous staff and volunteers helped things run smoothly. Dan Wardell of IPTV was featured on Saturday. We had good publicity in the Journal and Collins reported running into people all over town who were quite impressed. Next year's theme will be Island Journey.

**Elevator** – It has been determined that the elevator will need to be replaced. It is so old that it is impossible to get replacement parts. A new elevator will need to fit the current shaft and will cost around \$70,000. The City Buildings and Grounds department wants to include a new elevator in their Capital Improvement Plan and is asking the Trust to pay half the cost. Precedent was set when the Trust paid for a portion of the heating and cooling upgrade and carpeting. Discussion was held. Collins will talk to Randy Hill about funding options and will keep the Board informed by email.

The meeting was adjourned at 5:45 p.m. The next meeting of the library board of Trustees will be Wednesday February 19, 2014 at 4:30 p.m.

Respectfully submitted,

Peggy Gordon, Secretary

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