

Library Board Meeting Minutes
Thursday, July 27, 2016
Library Meeting Room

Present: Boyden, Bullette, Craft, Ott, Salerno (via Facetime) and Director Williams. Kuse arrived at 7:30

Absent: Pakkala

Guest and Public Comments: None

Boyden, acting for Kuse, called the meeting to order at 7:04

Approval of Minutes: June 23, 2016 **Motion to approve June minutes made by Craft**

Seconded by Salerno

Result of vote-all in favor

Treasurer's Report: Boyden Approval of library bills-all up to date, we are on budget for the year. Endowment Fund update -up to \$148,258 from \$140,116

Director's Report (See attached Report) Members reviewed multiple sign options, some designed by Dew Signs, some by Library staff. Members preferred two of the options, Williams will have design re-vamped a bit with emphasis on readability. Overall, members were concerned that a 2x4 is too small to be easily read from Perimeter Road. Discussion of how to pay for sign. There is approximately \$1,700 in Misc. Income from the credit card rebate.

Motion to approve expenditure of up to \$1,700.00 for two-sided library sign at the end of the drive-way with funds to be allocated from the Miscellaneous Income line of budget by Salerno

Seconded by Bullette

Result of Vote- all in favor

Williams noted that we still have self-checkout problems, she continues to work with 3M, Bibliotecha and SCLS to come with a solution

Budget: Look at 5-year projections, consider approval budget contingent upon final village board approval of budget, Bottom line Fund Balance will be \$0 by 2020. Village budget narrative assumes that Library has multiple funding

sources. What is not understood is that all of these funding sources are neither fully reliable nor stable.

Boyden advocates going for more stabilized funding now. \$20,000 more now plus drawing down will help bridge to future funding realities. Kuse noted that the velocity of the spending is most important. Salerno-can't count on Village having funding \$ when we need it. We need to have first \$5,000 to pay for every major maintenance project in the future. To maintain services at current level, need to dip into fund balance, put Village on Notice that will have additional needs in the future (which will be larger if we do not maintain our collection and other revenues sources decline). Advocate Fund balance of 10% of current budget. Williams recommends 2% increase in collections budget for both this year and next year. Collection development policy will be topic of next inservice. Williams will revise budget, keep 2% for wage increases and incorporate 2% increase for collections.

Shelving for Teen and Intermediate Areas. The FOL Book Sale has been moved to make room for more shelving. The teen and intermediate areas are among the most explosive areas of growth and the current quantity of shelving is insufficient to allow for enlarging those collections.

Motion to spend not more than \$4,500.00 from Equipment line of Budget for additional shelving in the Teen and Intermediate Areas by Craft

Seconded by Salerno

Result of Vote-all in favor

Endowment Policy: This is the third meeting at which the proposed new Endowment policy has been discussed. A minimum of two meetings are required to make a change.

Motion to approve policy to use of lesser of 50% of annual growth or 5% of value of Endowment Fund for Special Projects By Kuse

Seconded by Salerno

Result of Vote- all in favor

Review & Discuss Survey – are we ready to go with SurveyMonkey?

Yes, John checked with the District re: use of Survey Monkey program. A

paper form will go out as well. Print survey will go out at end of August/ early Sept.

Donations policy-a proposed policy is attached. Further discussion delayed until next month

Future Agenda items-Donations policy

Motion to adjourn made by Bullette at 8:17

Seconded Salerno

Result of Vote-all in favor