

**Library Board Meeting
Thursday January 25, 2018
7:00 am
Library Meeting Room**

Open: Bullette, Craft, Goltz, Leary, Ott, Salerno and Director Williams
Absent: Boyden

Guest and Public Comments: None

Approval of Minutes: Motion to approve minutes from December 14, 2017 meeting made by Craft
Seconded by Bullette
Result of Vote-all in favor

Treasurer's Report: *See Attached written report as part of Director's report*

- Approval of library bills
- Endowment Fund update up over 18%

Director's Report-See attached report. Checkouts and holds down 5% in 2017. The largest drop is in number of holds (-9%), discussion of using Koha's "Don't Miss Lists" as a way to promote more holds and checkouts, continuing problems with finding books in the Koha system, problems with getting a book in on a 14 day hold and another 14-day book arrives in that time (raise awareness of the "suspend" option to avoid having too many books arrive at once) promote these topics though the web site, Facebook page. Newspaper articles and/or signage in the Library

Review & Discuss

Strategic planning for Endowment – next step, flyer at library, include information re: checkouts matter
2018 Endowment spend – “coding club” & mobile hotspot?

Motion to use available Endowment Spend for coding club expenses as set forth on Director's report and maintaining 1 mobile hotspot for staff outreach use only made by Leary

Seconded by Craft

Result of Vote-all in favor

Library space planning-the Board went into the Library proper to look at space use options with regards to moving computers out of the computer lab into the main Library and moving the magazine and newspaper shelves plus the coffee stand into the former computer lab room. This will open up the main area and give the teens more of a sense of their own space as the newspaper readers will not be lounging in the teen area.

Future Agenda items

- Graphic designer for marketing
- Fire drill and evacuation plan
- Update on space planning

Motion to adjourn made at by 7:54 made by Bullette

Seconded by Goltz

Result of Vote-all in favor

Next meeting is February 22, 2018