

OCT.Almond 20th Century Club Library Board of Trustees Meeting: October 25, 2018

1. **Call to Order** at 6:32 by President Elva Owlett
2. **Carolyn Tee:** discuss payroll provider. Name: Heartland Payroll
 - a. Informational paper given to trustees
 - b. 3 year price locks on rate
 - c. she will be proactive in order to keep us on track.
 - d. Electronic capabilities
 - e. Fax, call in, go online –can print from anyplace..data is in the Cloud.
 - f. Information is not purged.
 - g. Reports can be customized as per our needs
 - h. HR services are offered...talk about it as we have need.
 - i. She can use our login for paychex in order to access all our information needed to change over.
3. **Minutes from September 25 meeting**...motion to accept as read, Eric, second, Julie. Passed.
4. **Bookkeeper Report:**
 - a. Discussion of raising tax request Eric moved to not ask for increase, second Julie. Passed
 - b. Discussion of Paid holidays for November. Thanksgiving only.
 - c. Paid Family Leave is going up a bit. Continue paying for employee-Eric moved, Linda second. Passed.
 - d. Community Day...\$425.53 for quilt raffle. From Strawberry fest, Com. Day, Walmart sale
 - e. Director Trustee insurance..form given for our perusal.
 - f. Tree has been taken care of. \$800.
 - g. Eric moved to approve report, Julie second. Passed.
5. **Club Report:**
 - a. Election Day is on. Governor election will make this more profitable.
 - i. 10-3—tickets will be sold on Saturday by club members.
 - ii. Soup made by Susan, Helen, volunteers
 - iii. Eat in or Take out. No delivery.
 - iv. Still need someone to be in charge of the dining room
 - v. Basket Auction tickets pulled at 5:30. Quilt at 6
 - vi. PR is more comprehensive this year.
 - b. Next club meeting: Nov.13 Pat Codispoti. 'How to make cards.'
 - i. Susan will do a facebook event and give info to Lib. Director
 - ii. Next mtg is Dish to Pass..5:45
 - iii. Elva and Eric need to talk to the club about budget and the need for a major building repair project.
 - iv. Motion to accept—Julie, second, Linda ..Passed

6. Director's Report:

- a. Statistical report of door count, computer use, circulation, etc.
 - i. Circulation up 27.7%,
- b. STLS no longer does our processing. We need to go through Ingram for processing new books. STLS has over large backlog so we will do our own labeling, etc. Get onto shelves sooner. Will use Ingram.
- c. Craig Braack: does not have grant ideas. Gave Jo words to use for searches.
 - i. Will talk to Brian
 - ii. Eric mentioned contacting Lowes, etc. for donation of materials, even labor.
- d. Keurig machine: over use of system.
 - i. Over spending for coffee
 - ii. Jo suggests charging \$.25 per cup.
 - iii. Decision made to remove Keurig machine until after library is rearranged.
 - iv. Snacks: remove until further discussion.
 - v. Eric moved to remove the Keurig in main library til further notice, second Linda. Passed.
- e. Halloween party
 - i. ASC students coming to decorate for the party.
 - ii. Amy Miller-in charge of students. Residence Hall director. 587-3263
- f. Contract for Behavior Rules, Consequences developed by Jo. Discussion. For a child who will not leave, evict all the kids.
- g. Are there questions for Brian: sample policy so we can begin our policies.
 - i. Also ask about grants
- h. Motion to accept—Linda, Second Julie. Passed.

OLD BUSINESS

- 1. Policies: Library bill of rights, Privacy for Patrons, PTO, Acceptable computer use, Sexual harassment, whistle blower, Appeal of Judgment form, Other
 - a. Elva suggested we arrange a meeting to work on one policy at a time.
 - b. Policies in place: Patron Complaints, Patron Rules of conduct, Collection development and material selection., Gift and donation policy, Open meeting law—we need to put up a sign announcing Board meetings, Emergency closing, Employee Conduct, Dress Code, Drugs and Alcohol, Equal Opportunity Statement, Whistle Blower, Conflict of Interest, Document Retention , Rental of Space and Table, chairs
 - c. Sexual Harassment policy needs to be fine tuned ASAP
 - d. Once policies are in place, and Employee Handbook will be developed.
 - e. Focus on Behavior Contract and Appeals. Review present policies.
 - f. Meeting arranged for lunch at Noon on Thursday, Nov. 8.
 - g. Discussion re: students' reaction to suicide. Should we ask for help from counselor?
- 2. Keys: skeleton key for lower level doors now in place. Copies will be made.
- 3. Computers are in place, working well.

- 4.** Lock box for Board items---there is a locking file, but board and bookkeeper need separate locking files.
 - a. All library emails should be downloaded on a zip drive
 - b. Motion made to buy a lock box by Julie, Eric-second. Not to exceed \$50. Passed.
- 5.** 5 Year Plan...work on in January. Wait until policies are done, Handbook completed.
- 6.** Building Up date:
 - a. Bullfrog will come to cut hole in ceiling to check needs for front of building.
 - b. Chris Latreaux ? (Up to \$2500) will return once the holes are opened.
 - c. Engineer's Report: many issues with the building, roof, etc. Well over \$100,000.
 - d. Historical building option for grants.

NEW BUSINESS:

1. Report on Training will be tabled til the next regular Board mtg.
 - a. Set up spread sheet to keep track of training hours.
2. Motion to adjourn to Executive Session: Eric, Second, Julie .. Passed.

REGULAR SESSION

1. Motion to accept 2019 Budget, Julie. Eric, second. PASSED!!!!
2. Motion to tell Jo cut backs: Circulation-\$500 per month. Cutback Office supplies..by board permission only for remainder of 2018. \$125 per month, 2018. Encouraged products in closets.
3. Motion to Adjourn—Eric, Second, Julie. Passed

Next Regular Board meeting, Nov. 29 at 6:30.