

# **MINUTES OF THE MEETING OF THE TOWN OF NORTH COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES**

A regular meeting of the Board of Trustees of the Town of North Collins Public Library was held on July 11, 2018, at the North Collins Public Library. Due notice to trustees, public notice on Social Media and a posting in the North Collins Library.

**The following members were present:**

Anne Maggio, Bonnie Noto, Sue Alessi, Sarah Friedrich, Patti Dole and Jennifer Schiffman.

**Also attending:** Jacob Rachwal – Library Manager

**Call to order:** Sue Alessi called the meeting to order at 6:00pm.

**Approval/Changes to Minutes from 6/6/18:** NONE.

**Motion:** Patti Dole, 2nd: Sarah Friedrich, **APPROVED**

## **DIRECTORS REPORT**

### **Staffing**

- Joel Yoder has resigned from his position as a Page. Bryan Parnitzke has been hired to fill his role. His first day was 7/9/18

### **Special Opening for Hot Weather**

- All libraries were asked to consider opening for special hours on the weekend of June 30 and July 1. We opened on both days from 12pm-4pm. We showed movies in the meeting room and provided library services. Many took up the opportunity to use our air conditioning.

### **Computer Desks & Chairs**

- The order has been placed, we do not have a delivery date yet. The final quoted price was \$8,874. We will be using the funds allocated by Sen. Gallivan for 2017 & 2018 to help pay for the desks.

### **Programming**

- The summer reading program “libraries rock” is in full swing. We also have a Battle of the Books team. For both programs, we will be meeting twice a week for the remainder of the month. A number of great events were held in the Month of June with more planned in July.
- The board agreed to Jacob’s request to purchase LEGOs to start a LEGO club. Jacob will look at prices.

### **Building**

- Jacob requested an update to our Security TVs. They are very old and one has an image burned into the screen. The board agreed to move forward with the purchase.

### **Finances**

All transactions in June were routine.

- **County Funds** - Balance as of 7/10/18: \$56,485.34
- **Private Funds** - Balance as of 7/10/18: \$37,937.72

**Statistics:**

Type	June			Year to Date		
	2018	2017	Change	2018	2017	Change
Circulation	1,776	1,762	0.8%	10,516	11,365	-8.0%
Library Visits	1,523	1,326	14.9%	8,068	7,999	0.9%
Computer Use	146	170	-14.1%	1,030	1,256	-18.0%
WIFI	328	249	31.7%	1,706	1,707	-0.1%

**OLD BUSINESS**

**Library Charter**

- Patti Dole reported that she has nothing new to report at this time.

**Investment Policy**

- Motion to approve

**Motion:** Jennifer Schiffman, 2nd: Sarah Friedrich, **APPROVED**

**NEW BUSINESS**

**2018 System Contract**

- Motion to approve

**Motion:** Anne Maggio, 2nd: Sarah Friedrich, **APPROVED**

**Library Manager**

- Sue Alessi reported that she was notified by HR at the Central Library that it is time to consider Jacob for permanent appointment in his position as Library Manager. The board unanimously decided to recommend Jacob for a permanent appointment.

**MOTION TO ADJOURN:**

**Motion:** Anne Maggio, 2nd: Sarah Friedrich, **PASSED**

**The next meeting will be October 3<sup>rd</sup> at 5:30 pm.**