

## Elma Public Library Board of Trustees Meeting

January 10, 2017

The meeting was called to order at 7:05 pm.

Present: David Engberg, Sue Sudlik, Ellen McGreevy, Terry Booth, Eileen Holden, Kim Dixon and Karen Korpany.

Absent: Jay Ricketts

The first order of business was the election of officers for the 2017 year. Ellen nominated Kim Dixon to be President and Sue Sudlik for Vice-President Ellen McGreevy for Treasurer and Terry Booth for Secretary. All accepted and were approved 6-0.

**Minutes:** The minutes from the November 8<sup>th</sup> meeting were reviewed and amended.

**Librarian's Report:** The report was reviewed. Circulation was down for the year but Wi-Fi use increased dramatically. Karen distributed the monthly financial report. Everything was paid for 2016 except the cost of the security system inspection which will be pushed to the 2017 budget.

**Treasurer's Report:** Ellen informed us that on January 9<sup>th</sup>, Sue Sudlik reviewed the books for the last quarter. All was in order.

## SUBCOMMITTEE REPORTS

**ACT:** The annual meeting downtown will be held on Feb. 11<sup>th</sup>. All board members are encouraged to attend.

**FOTEL:** Met January 9<sup>th</sup>. Ann Laubacker created membership dues for the Friends. Along with paying dues, members could elect to be an active member, volunteering for activities, or a supporting member, paying in support but not having to do anything. New members were added, thus adding to the potential pool of worker bees to call upon for Friends projects. There are no plans to have a book sale at the present time. St. Vincent's was contacted and would require a certificate of insurance from the Friends in order to use the space at the school. Dave is going to inquire about the cost of insurance coverage,

## OLD BUSINESS

**Sign and Hand Dryers:** Karen called JR Electric. They gave her an estimate of \$1260 to wire the signs on the outside of the building. They would use conduit on the outside of the building and tie the wiring into the outside electrical source. She also asked for an estimate on hand dryers for the bathrooms. The estimate was \$860 for each bathroom. The town is pursuing other estimates for this project. The hand dryers will be purchased and installed by the town.

Ellen made a motion to accept the estimate from JR Electric for \$1260 to complete the electrical work necessary to light the outdoor signs. This was seconded by Eileen and passed 6-0.

Joe Colern is taking responsibility for the plumbing issues.

**Rest Room Door:** Big L told Karen that the door closer on the door was required by current code. They are going to repair the hinge cut out mistake and they will remove the stopper and replace it with a hook of some sort.

## NEW BUSINESS

**2017 Budget:** Karen distributed the budget and told us that hours have been cut for part time librarians and other staff positions. The budget will be extremely tight.

**2017 Holiday and Sunday Schedule:** May 21<sup>st</sup> will be the last Sunday the library will be open for the Spring.

A question concerning whether to be open Veteran's Day, Nov. 11<sup>th</sup> or closed was discussed. The decision was tabled until a later time.

**ACT Strategic Planning Workshop** – Information on the strategic planning process was distributed. Work on the plan was tabled for a future meeting.

**User Survey Results:** Karen distributed the results of the survey by patrons. 93 surveys were turned in. 90% of the surveys indicated that borrowing books was the most important service provided by the library.

**Claims Audit Policy:** Our current procedure is adequate in Ellen's estimation, however this procedure needs to be put in writing.

**Early Literacy Community Asset Analysis:** To comply with this analysis, a minimum of two focus groups have to be conducted and they need to be surveyed as to how the library is serving them. These groups need to be facilitated by someone other than a librarian. Sue and Eileen volunteered to facilitate these groups if the library staff would create the groups. Karen gave them facilitator worksheets to peruse.

Eileen made a motion to approve all reports and adjourn. This was seconded by Ellen and passed 6-0.

NEXT MEETING FEBRUARY 14, 2017

Submitted by Terry E. Booth

Approved February 14, 2017