

MinutesMead Public LibraryBoard of TrusteesFebruary 23, 2017

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, February 23, 2017 in The Loft. Present Board of Trustee members were presiding, Board President Maeve Quinn, Board Vice-President Kathie Norman, Board Treasurer Dirk Zylman, Henry Nelson, Dolyce Johnson and Kevin Anderson. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, Support Services Manager Diane Kallas, Public Services Manager Melissa Prentice,

Board of Trustee members absent:

Aldersperson Rosemarie Trestor and Dave Hoffman.

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3: 45 p.m. She determined there was a quorum present.

PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.

PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no Public comment.

APPROVAL OF MINUTES. Nelson moved to approve the minutes from the January 26, 2017 meeting; Norman seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS.

COMMITTEE REPORTS: FINANCE COMMITTEE DIRK ZYLMAN, CHAIR. REPORT OF 2 / 23 / 2017 MEETING

FINANCE REPORT. REVIEW AND APPROVE PAYMENT OF EXPENDITURES (including payroll) and special revenues (including grants)
2. RECEIVE MONTHLY 2016 BUDGET STATUS REPORT TO DATE (AVAILABLE AT MEETING)
3. REPORT OF GIFTS RECEIVED. 2016 final report-\$189,000 surplus. 2017 is in good shape. Year-end performance for investment funds- 1.36 million in reserves, \$250,000 in cash for RFID project. Up 7 % on net returns. 2018 budget is due to the city by July 14 th. Nelson moved to approve payment of expenditures including payroll and recurring expenses. Johnson seconded the motion. The motion passed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO APPROVE DIVERSITY STATEMENT POLICY Policy supports institutional commitment and is a useful tool to help with programming and materials. Nelson moved to adopt the policy. Norman seconded. The motion passed.

DISCUSSION AND POSSIBLE ACTION TO APPROVE NEW RESOURCE SHARING MODEL BETWEEN MONARCH LIBRARIES Erickson reports that it was discovered that not all libraries had adopted the local holds first without moratoriums in place. They have temporarily stopped until directors can meet to discuss. Mead remains strong in their position that this is an important piece of the merger agreement. No action needed today.

DISCUSSION AND POSSIBLE ACTION ON EMERGENCY GENERATOR INSTALLATION Generator installed too close to building and will need to be moved per code. Consultant needed to address electrical engineering needs on other code failures as well. Cost for study is \$6300. Additional \$10 - 20 k to move the generator, it is unclear who will be paying for that at this time. Finance committee recommended to pay for the study out of reserves. Zylman moved to pay \$6300 for the electrical engineering study out of reserves per the recommendation of the Finance committee. Johnson seconded. The motion passed.

DIRECTORS REPORT UPDATE ON RFID PROJECT Turned in quotes for equipment and tags. Expect tags and workstation to arrive in next two weeks. Staff preparing for the process.

UPDATE ON MARKETING Marketing committee got proposal from a local company for re-branding effort. First step before that is to identify needs and do market research. The cost for that would be \$10,000. The committee hasn't had a chance to meet to discuss details and look at proposal. Will bring back to board next month.

UPDATE ON SERVICES AND PROGRAMING Wintergreen to be held on March 18 th. A one-day event to welcome in spring with building-wide programs and activities for all ages.

JANUARY STATISTICS With only one month into the year it s hard to compare and see progress. Addition report shared by Erickson shows that the top circulated category for Mead is adult dvds.

LIAISON REPORTS MONARCH LIBRARY SYSTEM KATHIE NORMAN

Norman reported that the committee examined how much is being borrowed vs. lent out between the system libraries. Mead is a huge net lender.

MEAD PUBLIC LIBRARY FOUNDATION MAEVE QUINN Quinn reported that there was no January Foundation meeting.

FRIENDS OF THE MEAD PUBLIC LIBRARY LAUREN RICHMOND Richmond reported that the Garage Sale was a huge success and the Friends raised over \$1200 during the one day sale.

UPCOMING MEETINGS

LIBRARY BOARD FINANCE COMMITTEE:

March 23, 2017 @ TBD.

FULL LIBRARY BOARD MEETING:

March 23, 2017 @ 3: 45 PM.

ADJOURN

Quinn adjourned the meeting at 5: 07 PM.