

Wayne Public Library Board of Trustees
Tuesday, November 4, 2014 / 5 p.m., Conference Room

MINUTES

CALL TO ORDER. The meeting was called to order at 5:02pm.

ROLL CALL. Joel Ankeny, Jennifer Hammer, Dennis Lipp, and Lauran Lofgren (Library Director) were all in attendance. Absent: Spring Dahl and Ellen Imdieke.

Anyone desiring to view the Open Meetings Act may do so. The document is available for public inspection and is located on the south wall of the Library/Senior Center Conference Room.

The Library Board may go into closed session to discuss certain agenda items to protect the public interest or to prevent the needless injury to the reputation of an individual and if such individual has not requested a public hearing.

APPROVAL OF MINUTES. The minutes were approved as presented.

FINANCIAL REPORT. The financial report was approved as presented.

Notes: LKL stated that this was a 3 paycheck month. She also stated that she has not received the final accounting on the previous year's budget; however, she has started the new budget (which has already been approved).

DIRECTOR'S REPORT

Statistics

	SEP14	OCT14	OCT 13
Circulation	5355	5189	4913
Patrons	3796	4296	3876
Meeting Room	10	20	8
Reference ?s	162	181	125
Computer ?s	71	88	107
Phone Calls	303	354	339
OPACS	162	205	166
AWEs	313	454	342
Internet	707	860	840
New Patron Cards	28	26	31
Items Added	199	209	197
Items Deleted	58	5	143

- Staff Activities
 - Work started on end of fiscal year reports
 - Staff in-service was very productive. After the privacy discussion with city attorney and board members, staff remained to participate in a webinar demonstrating our new downloadable music service Freegal, worked through a list of procedure and policy clarifications, and did activity planning for the next 6-8 months.
 - LKL, JOsnes, and RMcLean all attended the Nebraska Library Association Fall Conference in South Sioux City.
 - LKL attended two Three Rivers System board meetings.
 - The library hosted local author Francis Ewing who held a book reading and signing on October 11.
 - October 21 was read for the record day. JOsnes went out to area daycares and read to over 90 children.
 - LKL took some vacation time
 - The fall Expand Your Horizon was held in partnership with the Wayne Senior Center. Linda Christensen and John Brown discussed their cruise to the Baltic Sea area and Ron and Laurant Lofgren shared information about their trip to Egypt last January.
 - Freegal went live on October 26. The first wave of publicity went out in the electric bill. We wanted to have a few days to play with it prior to introducing the service to the public. More PR is in the works, and this will be highlighted at the Chamber Coffee the library will host on November 20.
 - JOsnes held a 'tween dance at the city auditorium on Oct. 30. Upwards of 60 7th and 8th graders attended. Parents provided a majority of the food. Very good response from the kids and their parents... we will probably do this again.
 - RMcLean prepped for our first Junk in the Trunk flea market held Nov. 1. About 15 vendors participated, and we estimate about 60 shoppers braved the cold, windy day. Vendors polled indicated they liked the venue and would be interested in participating in future events.

OLD BUSINESS

- Strategic Planning – needs to be in place before reaccreditation (September 1st). Board tabled discussion on surveys until the next meeting in December.
- Carpet – The library carpet will be cleaned on the Wednesday before Thanksgiving, at which time the library will be closed. The hallway carpet in the entryway will also be cleaned at that time.

NEW BUSINESS

- Board activity schedule for 2014-2015 - LKL said that this is a suggested timeline on how the board might proceed through the year. June and August are definite items.
 - October – meet with staff, in-service on library privacy policy and procedures
 - November – outline steps to complete the 2015 strategic plan
 - December – update on strategic plan process, any policy work needing to be done
 - January – short meeting, first strategic planning session
 - February – short meeting, second strategic planning session
 - March – short meeting, final strategic planning session
 - April – report on strategic plan process, any policy work needing to be done
 - May – strategic plan finalized, budget work begins
 - June – 2015-2016 budget finalized
 - July – library reaccreditation review and work session if needed
 - August – library reaccreditation application finalized, any policy work needing to be done

The meeting was adjourned at 5:37pm.

Respectfully submitted,

Jennifer Hammer, Secretary