

Wayne Public Library Board of Trustees
Tuesday, April 4, 2017 / 5 p.m., Conference Room

MINUTES

CALL TO ORDER : Called to order by Imdieke 5:01 (Ankeny absent)

ROLL CALL : Imdieke, Carollo, Costa, Quance, Lofgren

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 : Quance make motion to accept minutes as is, Costa seconded. Motion passed.

FINANCIAL REPORT : LKL made mentioned that temporary salary will be decreasing , so can give part timers more time and therefore give LKL, J Osnes and R McLean time away from desk; membership dues will have a larger amount left because only need to be used to pay Carollo's membership to NLC this year ; and LKL will be taking over children book purchasing, so JOsnes can concentrate on Reading program, so amount spent will be increasing. Costa made motion to accept, Carollo seconded. Motion passed.

DIRECTOR'S REPORT

- Statistics – very strong month. Please notice that patrons through the door were above last year's even though last year included 200 people at the annual Easter Egg hunt. This year the hunt is in April.
- Activities
 - The library hosted 2 sessions of quick books classes taught by REAP personnel
 - The library hosted 1 session of Smartphone 101 taught by C. Meisenbach
 - The library hosted 1 session of Social Media for Nonprofits sponsored by SCORE
 - RMcLean conducted the final Story of My Life workshop at Brookdale
 - JOsnes wrapped up the winter story times. Other than special events, story time is on hiatus until SRP begins late May.
 - Planning for National Library Week and National Volunteer Week were completed
 - Major weeding projects were completed just prior to the annual book sale
 - LKL sent NLC annual report to mayor and council.
 - LKL attended OneLibrary quarterly meeting in Columbus. Three new public libraries are considering joining us – Fremont, Bellevue, Papillion.
 - County funding of \$6500 has been received
 - Great progress has been made on the general procedures manual
 - Still waiting to hear about funding of our Intern through the NLC. LKL will approach the WLF and the Friends of the Library for matching funding... or only funding in case the NLC grant falls through.

- The WLF received memorial funds for Donna Liska and Melly Watson
- AWE #2 continues to be problematic and has been returned to the company for repair or replacement
- LKL checked on board certification... the board will be renewed this year. Sufficient continuing education credits have been submitted – no more cont. ed is needed and extra hours will not carry over to the following timeframe. Next certification cycle ends in 2020. LKL does get the same email that M.Quance referred to last meeting and will plan to forward it to board members for review. She will be happy to submit any hours of continuing ed you do on your own.
- Motion made by Quance for LKL to ask for \$500.00 from Foundation and the Friends of the Library each, so can hire and get an intern trained before summer reading program. If funds come through from grant from NLC those funds will be added to this amount. Seconded by Costa. Motion passed.

OLD BUSINESS

- Update on job notice for Library Director position
 - Library Director job notice sent to Betty McGuire for the newspapers and LKL has sent the info to Nebraska Library Commission and the Mountain Plains Library Association for online advertising. The job notice was also sent to the MLS program at UNO. LKL decided not to put in Sioux City and Omaha because of cost.
- Library policy review A – any additional changes?
 - Minor changes were suggested.

NEW BUSINESS

- Discussion of Interview Questions
- Library policy review B (second third of policies) – add another category for ILL? LKL will find appropriate place to insert “only will do ILL for regular patrons who have no fines or restrictions”. Also add replacement of \$50.00 ILL added to list.
- (Board members are to review section A & B to see if any others changes and have ready for May meeting).
- LKL laid out items to attend to in May and June meetings. May: start of budget proposal, decide if enough applicants for director position or run add more, discuss how to proceed with search, and LKL will develop outline of check off list on applicants. June: finalize the budget, finalize policy, finalize questions asking applicants, and update of candidates.

CLOSED SESSION : Imdieke made motion to go into closed session to discuss personnel issues at 5:48, Costa seconded. Costa made motion to come out of closed session at 5:48, seconded by Carollo.

ADJOURN : motion made to adjourn by Quance, Carollo seconded. Meeting adjourned at 5