

**C.A. Friday Memorial Library
Board Meeting – October 28, 2014**

The meeting was called to order at 6:00 PM

Roll Call

Present: Ard, Peplau, Studemann, Hennings, Gjovik, Ruyle, Kilibarda, Darrow

Absent: Gordon Granroth

Quorum Established

In Compliance With Open Meeting Law

Adoption of the Agenda

Ard moved to approve agenda, Ruyle seconded.

The motion was unanimously approved.

Approval of Minutes from September 30, 2014

Ruyle moved to approve minutes. Ard seconded.

The motion was unanimously approved.

Financial Report

No questions on the financial report.

Approval of Monthly Expenditures

Approve monthly expenditures one extra fee from Leo A Daly from city to come from impact fees. Balance in that account is approximately \$30,000. Peplau asked if we are going to use it. Hennings replied yes. Ruyle moved to approve, Ard seconded.

Unanimously approved.

Director's Report

Hennings reported that we completed a survey for the state.

Georgia went to the WIC office. She is busy with outreach, pop-up storytime, pamphlets in English and Spanish. She taught a class at WITC for Early Childhood Day. October 10 Staff Development Day.

1,000 Books Before Kindergarten recognition party. 104 people attended.

Lucky Day Collection 57 checkouts.

Friends Book Sale total amount of money made is not available yet. The Friends would like to launch a homebound service. They are in the process of finalizing procedures.

We are a little bit over budget on children's programming. Ard asked if the programming generated more interest in the library. Hennings--Yes, the circulation numbers were up all summer. Programming and classes are bringing people in.

2015 Budget Update

Proposed budget draft has not changed significantly from last month. Increase in programming. Circulation Supervisor bumped up to full time, right now that is not happening. Maybe we can talk to the finance committee. Ruyle comments that Hennings and Rickard should receive new computers. Grant for public computers and grants through Best Buy or Bosch for Teen computers. Darrow--Budgets are tough. 5 year comprehensive staffing analysis completed. This is a growing library. Being conservative is going to pay dividends in the coming year. This budget reflects short term needs, but provides us an opportunity to look at salary as well as staffing. This is calculated with a 3 percent raise. 4 percent decrease city will see for health. Ruyle--If the money is not spent, does it go back to the library? Darrow--It goes back to the city. For every percentage above 26 percent is 60,000. Darrow suggests having a contingency fund at 100,000. Also keeping in mind preparing for growth in the city. Hennings--City handles rollover differently. It helped us when we had three retirements.

Strategic Planning

Hennings--Use impact fees to do strategic planning. Cindy McCleary proposes vision development, multi stakeholder session. Commons partners included if we end up being

there. Does not know how much it will cost. Ballpark is 16,000-20,000. Darrow thinks its important to get this done. Tell them we will do 16,000. Give us a plan based on that. Darrow--I would move on that. Go back to Cindy for a formal proposal and scope. Ruyle feels that Cindy and Joe have been very capable in this process. Peplau--When does this have to be wrapped up? We will pre-pay to use the funds. Ruyle moves to set a maximum limit and get a formal proposal back. Ard amends to have Hennings contact Leo A Daly and offer 16,000 to perform the strategic design with the library board. Ruyle moves to approve. Ard seconded. Studemann--My only concern is as a library board we are throwing more money at another vision development. Darrow--What's different here is that there is another pot of money that we don't want to lose, so there is a timeline to this, which is a little different. There are a lot of different decisions that need to be made shortly. To have a strategic plan would be wise. The motion was unanimously approved.

Pre-Charette Update

Ruyle--The stakeholders were there and they were actively involved. There was a commonality in that the big door was an imperative, the gym, the kitchen, parking, and drive up delivery space was needed, but other than that they were willing to go anywhere in the building. They were far more flexible than people would imagine them to be. Encouraging 4 pre-planned concepts and let them have their opinion. The tear down would be a complete hindrance, they were flexible with everything else. Head Start is the only one that has actual space requirements mandated by the state. Thursday, Cindy will have cleaned up versions of these.

Thursday November 6, 6:00-8:00 pm Who will be able to be there?

Circulation Policy

\$5 non-refundable processing fee. Policy on the back of the appeals form. Gjovik--We should post this. Peplau motioned to approve policy clarification. Ruyle--seconded Unanimously approved.

Library Operating Hours December 31, 2014

Ard called Darrow (who had left the meeting) to ask what time the library would be permitted to close on New Year's Eve. Darrow approved closing at 5:00 pm Ruyle moved to approve closing at 5:00 pm. Ard seconded. Unanimously approved. Hennings will have a list of the dates the library will be closed in 2015.

Communications

Ard has lined up some grant opportunities.

Adjournment

Peplau moved to adjourn.

Ruyle seconded the motion.

The meeting was adjourned at 7:25 p.m.