

MINUTES OF THE HOWE MEMORIAL LIBRARY BOARD MEETING
January 13, 2014

Board Members Present: Janet Palmer, Denny Palmer, Sally Geuder, Jody Fetters and Sheila Rummer.
Absent: Dorothy Capen

Staff Present: Sandy Johnson

Public Present: Barb Curtis, Barb Krueger, Charlotte Simmons, Kelly Bushre

The meeting was called to order by President Janet Palmer at 5:00 p.m.

Upon motion of Sally Geuder, seconded by Jody Fetters, the Agenda with additions was unanimously approved.

The minutes of the December 9, 2013 meeting were reviewed. Upon motion by Jody Fetters, seconded by Sally Geuder, the minutes were unanimously approved.

Public Comment:

None

Financial Report:

The financial reports were accepted and placed on file.

Librarian's Report:

The Librarian's report was presented. Sandy noted a change in the report. From the American Legion donation, she will credit \$1,270 to Youth Programing and \$1,000 to the General Fund. No funds will be credited to the Roof Fund. She also reported that the Friends will be sponsoring a Craft and Rummage Sale on Friday, February 28, 2014 from 10:00-6:00. Tables will rent for \$10 and the event will be cancelled if they are unable to rent 4 tables. The updated report is attached to and made a part of these minutes.

Sandy Johnson showed the Board the invitation to the Open House scheduled for February 13, 2014. Dr. Kelvin Grant will be the guest speaker.

Sandy Johnson showed the Board the card she will be handing out with new library cards. It explains the 3 month probationary status and limits on the number of items available for check-out during the probationary status.

Unfinished Business:

Janet Palmer updated the Board on the district library.

Sandy Johnson distributed a rough draft of the 2014-2015 budget. She said she talked to the Village Manager about reducing the administrative fee. Until the Village is willing to reduce their fee, she had no other option except to cut the hours of each library staff member by 3 hours per week starting March 1, 2014. After discussion, Sheila Rummer made a motion to approve the 2014-2015 budget as presented. The motion was seconded by Jody Fetters and unanimously carried.

Sheila Rummer made a motion to cut the hours of each library staff member by 3 hours per week starting March 1, 2014. The motion was seconded by Sally Geuder and unanimously carried. The Board all expressed the hope that this would be only temporary. Sandy said many patrons have requested that the library extend their hours. When they make reference to funding from the Village, she corrects that misunderstanding but at this time has not mentioned the money we are required to pay to the Village.

Sandy Johnson gave an update on the book spine fundraiser. There were no sales as the result of our ad in the Shopper. She will set up a display closer to the front desk and show the prices. This will be completed prior to the Open House and Craft and Rummage Sale.

New Business:

Sheila Rummer made a statement on the importance of communication.

Janet Palmer said that it may be necessary to reschedule the February meeting since it falls on the same night as the Annual Chamber dinner.

Public Comment:

Kelly Bushre reminded the Board that nothing else can be added to the Agenda after it has been approved. She also suggested that the Board use a consent agenda for efficiency. She also recommended that regular meetings be held as scheduled even if we do not expect a quorum. Once we start rescheduling meetings, we may no longer attract the general public. Kelly also inquired why our slate of officers does not include a treasurer. Charlotte Simmons explained that the Village does all the bill paying, payroll, financial reports and audits so a treasurer is not required. It was also discussed that the library budget is adopted along with the Village budget.

There being no other business to come before the meeting, it was adjourned at 8:10 p.m.

Respectfully submitted,

Sheila Rummer, Secretary