

Ethel Everhard Memorial Library Board of Trustees
December 15, 2014 6:45P.M. Library

Presiding Officer: President, LeeAnn Kittleson called the meeting to order at 6:45PM.

Roll: Trustees: Lee Ann Kittleson, Karen Christensen, Pat Adkins, Karen Robotka, Bruce Dethlefsen and Library Director, Aaron Raschke.

Agenda: Dethlefsen moved to approve the agenda for December 15, 2014 Board Meeting, second by Christensen. **MC 5-0**

Minutes: Dethlefsen moved to approve the amended minutes of November 10, 2014 regular Library Board meeting with the following changes. Next meeting date is December 15th not December 8th as recorded. Also corrected to read that there are 4 dogs and 3 handlers in the Read Dog program. Second by Robotka. **MC 5-0.**

Public Comments: None.

Reports:

Financial Report:

1. Christensen moved to approve payment of Monthly Bills for December 2014 as presented. Second by Adkins. Roll Call Vote: Kittleson - yes; Robotka - yes; Adkins - yes; Christensen-yes; Dethlefsen - yes. **MC 5 yes and 0 no.**

2. Income report presented and discussed. The amount in 'Fines' is less because there were only 26 days in Dec. versus 34 days counted in November. Also 'Food for Fines' program will not show up as income. Also we received a check from 'Online Payments' received. We also asked Aaron to move the 'Other' line item to combine with either 'Copies' or 'Faxes'.

3. Expense report presented and discussed.

4. We took a look at the December totals for all financial reports. Questioned why the payroll budgeted amount is less than the actual salary. It should be less with Marie Boleman leaving as Aaron's salary and benefits are less than Marie's were. Aaron will check and report back to us.

Director's Report

1. Monthly Statistics November 2014: Circulation - 3975; Patrons - 1553; New Cards -29; Computer Hours - 192; Computer Users - 269; Wireless Devices - 138; Wireless Hours - 7; Website Visits - 1499; Website Pageviews - 2457.

2. Aaron reported that he dealt with several issues. A gas leak was reported. WE found the leak and it was fixed. There was also a leak in the drain in the work room sink. Ed came and fixed it. Found the pipes really needed replacing as they were in bad shape. Repairs were made. Aaron also reported a leak in the roof. He contacted the roofer who came and looked at it and had to order supplies to fix the spot. Aaron has had difficulty getting back in touch with the roofer again. As of this meeting the repair has not been completed. Aaron will continue to try to reach our roofer.

3. Aaron reported that he'd had a request from the 2nd Friends Group to do a mural on the Community Room wall. More discussion is needed before we agree.

4. Aaron has 2 projects he's working on. He'd like to put boards on the shelves behind the DV's and videos to keep them to the front of the shelves for better viewing and display. He also wants to change shelving in the children's area. He would move the picture books and display them face-out on the shelving to make them more attractive to patrons. We agreed that if he can figure out how to pay for the new shelving without adding to the budget he can go ahead.

5. New collection items. Blu-ray discs. He is beginning to buy a few and they've already been popular check-outs.

6. Aaron has purchased the rugs for the entry and they are in place.

Friends of the Library:

1. No November or December meetings.

2. Next Book & Bake Sale is Feb. 12-14. Will be finalizing plans at January meeting.

New Business

1. Karen Christensen informed us of changes in the Village Employee Handbook. The word 'monthly' was added to insurance amount of \$1400 to clarify. Also the 2 floating holidays were changed to 2 personal days to use as you wish. (With permission of Library Board President) Comp-Time should be used only if employees can't take the time off from their regular scheduled hours. Pay Scale will be updated when we decide about raises.

2. Christensen made the motion that we move to closed session to discuss wages. Dethlefsen seconds. **MC 5-0.**

3. Robotka made the motion to move back to open session. Second by Adkins. **MC 5-0**

Unfinished Business

1. Dethlefsen made the motion that each of the Library's Employees get a 3% hourly raise beginning with the first full pay period in 2015. Aaron - \$16.26; Penny - \$11.20; Paula - \$10.05. Robotka seconds. **Roll call vote - Dethlefsen - yes; Christensen - yes; Kittleson - yes; Robotka - yes; Adkins - yes. MC 5-0.**

2. Kathy Rohner, from the Village Board Finance Committee came to our meeting to explain some aspects of the budget decisions. She answered some of our specific questions and generally told us how the budget is set.

3. We tabled the new budget vote until January to make sure we get the new amounts for salaries and benefits.

Adkins made a motion to adjourn. Second by Christensen. **MC- 5-0**

Meeting is adjourned.

Next meeting, January 12, 2015. New Business: at 6:45pm

Minutes recorded by Pat Adkins.