

Independence Public Library Board of Trustees Minutes

Wednesday, September 19, 2018

- I. **Call the Regular Meeting to Order:** The regular meeting of the library board was called to order by Chairman Carolyn Torrance at 4:20 p.m.
Trustees attending: Michelle Anderson, Megan House, Tom Richardson, Jana Shaver and Carolyn Torrance.
Also attending: Library Director Jeri Hopkins and John Long.
 1. **Adoption of Agenda:** Richardson moved to accept the agenda. House seconded. Motion carried.
 2. **Approval of the Minutes:** Minutes of the July 18 regular meeting and the July 22 Public Hearing were approved as distributed.
- II. **Consent Agenda :**

The consent agenda for the month of September was adopted as presented. Total expenses for bills and payroll for the month of July were \$51,010.01 and for the month August were \$55,746.02.
- III. **Old Business:**
 1. Board Retreat-Plans for the Board retreat, scheduled for September 22, were reviewed. Brandon West explained the Advocacy Plan and asked board members to review and complete the board portion prior to the retreat.
- IV. **New Business:**
 1. Floating Holiday: Neewollah-House moved and Anderson seconded the motion to grant Thursday and Friday during Neewollah off to employees for floating holidays. Motion carried.
 2. Bonus: End of year break-Shaver moved with House seconding the motion to designate the 5 days between Christmas and New Years as a bonus end-of-year break for employees.
 3. Director Hopkins read a proposed by-laws change moving the beginning board meeting time from 4:15 to 5:15. This change, which would better accommodate the schedules of board members, will be voted on at the next meeting.
 4. Job Description: Development Coordinator-Hopkins proposed changing Brandon West's job title from Adult Services Coordinator to Development Coordinator. Duties include adult programming, marketing, grant writing, fund raising and being a liaison with Friends of the Library. The board members were in agreement with the change. No vote was required.
 5. Mural Judging- There was an inadequate response to the call for murals for the Rock the Block Party so judging was cancelled.
- V. **Staff Reports:**
 1. Hopkins showed the flat screen display for the lobby which will highlight upcoming events.

2. Paul presented information that he learned at a city program on active shooters.
3. The steering committee has been meeting on budget plans. They are monitoring cash on hand as the year progresses.
4. The 10 year facility plan is being reviewed.
5. The city has asked for a memorandum of agreement designating responsibilities.
6. A consultant met with the staff to provide training on grant writing.
7. 223 children participated in the summer reading program.
8. Upcoming events: Rock the Block Party on Sept. 27; Ghost Stories and Pumpkin Contest TBA; Spelling Bee on November 17th.

VI. Board Comments:

Shaver asked about progress on the Children's department remodel. Hopkins reported that the staff is in process of applying for grants to supplement the city obligation of \$60,000.

VII. Adjournment: Meeting adjourned at 5:20 p.m.

Jana Shaver, Secretary

Date of Approval: _____