

Minutes
Library Board of Trustees Meeting of
August 11, 2015 at 5:30pm at the Library

The Meeting was called to order by Chairperson, Katie Gwaltney at 5:50pm. Those present were Barbara Owens, Carol Poss, Jill Crane, Heather Haskin, Dr. Horace Staph, Katie Gwaltney, Peggy Proffitt, and Library Director Sandy Underwood. A quorum is present

Welcome to new Trustee Board Member Heather Haskin. New Board Member Rebecca Cooley thought meetings were at 7 pm and cannot be available until that time. Members were asked when was best for meetings and it was decided to leave them at 5:30 pm.

A motion was made by Dr. Staph, and seconded by Jill Crane, that the minutes for the June 9th 2015 Board of Trustees Meeting be accepted as presented. Unanimous approval.

Trustee Training Update: All have completed the Public Information Act training as well as the Open Meetings Act training. Sandy will send Heather links to both trainings.

Discussion of Policies and Procedures: Sandy reviewed with the city attorney how policies are to be approved. He sent links to ordinances. Trustees are to guide and recommend policies, which are then presented to the city council for approval (governing body). Our biggest concern is the unattended child issue we are dealing with and creating a policy to address. Trustees advise that minimum age to be in the library without a guardian is 10 years old. Between age 8-10, children may be in the children's wing alone. Anyone under the age of 8 must have an adult with them and observing their behavior if in the children's wing. Adult must stay in line of sight of their children. Sandy will write up Unattended Child Policy and present at next meeting.

The board would like to address ordinances and the term for members, which states that terms run the same as the Mayor. Staggered terms would be desirable for continuity and knowledge. They are also interested in making term three years rather than two.

Strategic plan will be created this year. We have a section of strategic plan in the city plan, but for the library, the state requires we have a more detailed strategic plan that includes the Collection Development Policy as well as a technology element.

Library Director's Report

Budget will be presented this month to Council. It has been submitted the same as last year due to staffing changes and the need to work and live with the budget for a year to gain knowledge of what truly is needed and where any changes may be made in future.

City IT department has been crossposting events for library and we have seen a great increase in attendance and Facebook Likes.

Stat Review: We have automated phone calls for overdue books and we are seeing a great increase in timely returns due to this, thus our late fee collections are lower monetary wise. Our Copy Fees have increased due to increased copy fees from .05 to .10.

Sandy will be on vacation Wednesday, August 26 through Tuesday September 1, returning Wednesday morning September 2.

Carol Poss reported on Friends of the Library Book Sale for August collected \$200. The fall book sale will be: Thurs Oct 8 5-7 pm preview for members. Friday Oct 9 and Saturday Oct 10 10 am – 6 pm each day.

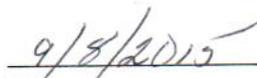
Carol did an archives presentation to educate the board on what is in the archives and the history of Leon Valley.

Peggy Bissett's daughter was very receptive to the idea of naming the meeting room in the library after Peggy. The board will proceed.

The next meeting will be September 8.

There being no further business or announcements, Dr. Staph moved to adjourn the meeting, Heather Haskin seconded the motion, motion approved and the meeting adjourned at 7:02 pm.


Accepted


Date