

Library Board Minutes  
January 11, 2018

**Roll Call:**

Karla Knutson, Joseph McNelis, Sarah Volk and Katie Eskro. Also attending, Sandra Hannahs, Library Director, Kathy Vander Vorst, Librarian, MaryJo Moorhead, library staff, and Joy Greger, library staff. Absent: James Anderson.

**Agenda:**

McNelis called the meeting to order. Eskro moved to accept the Agenda with Volk seconding the motion. Motion carried.

**Minutes:**

Knutson moved to approve the December 14, 2017 Library Board Minutes. Volk seconded. Motion carried.

**Financial Report:**

-Bills discussed at the meeting included the following: Janway Company (Purchase of bags for Library's book club in a bag), Network Center Communications (security camera), Steam Masters (annual cleaning of soft furniture), Eileen McEnroe (taught a pine needle basket weaving class), and NDLA Membership (for professional staff and board members)  
-Eskro moved to approve the Financial Report. Volk seconded. Motion carried.

**Director's Report:**

**Staffing/Training:**

-The part time Library Assistant position has been accepted by Lisa Stauffer, pending pre-employment checks. We expect her to start work next week.

**Programming:**

-Popular December events included the Gingerbread House Challenge for kids, the Santa visit, and Gift a Piece of Your Family History.  
-Winter Book Club is underway.  
-The library presented Hour of Code during Computer Science Education Week.  
-Tech class outreach will be offered at several senior living communities this spring.  
-Hannahs discussed December's attendance figures.

**Collection and Circulation:**

-Vander Vorst discussed the library's project of weeding and updating of the adult medical section. All five librarians worked together to weed about 400 outdated books and order 200 replacement volumes. Over all they have spent about \$4,000.  
-Hannahs discussed the circulation figures for December.

**Library Hours:**

-The library will be closed on Monday, February 19 (Presidents Day) for staff training.

**Policies and Procedures:**

-Nothing to report.

**Technology:**

- Work continues on the library's website. Plans are to have it live to the public by the end of January.
- Hannahs discussed the ongoing issues with the book drop security camera.
- The Kic Scanner will be replaced.
- New versions of both Windows and Office have been requested for staff and public computers.

**Facilities:**

- The library is scheduled to do an update to their ergonomics assessment before acquiring new furniture in order to take into account new staff members who have joined the library since last spring.

**Miscellaneous:**

- The Friends of Library will hold a one-day winter bag sale on January 27.
- The Little Red Reading Bus project is moving ahead. They expect to have busses out in the parks this summer.
- Hannahs discussed putting the application for a VISTA volunteer on hold for a year.

**New Business:**

- McNelis will be ending his second term in July. Eskro will be ending her first term in July.

**Unfinished Business:**

- No updates on City Policy Manual.
- No updates on the credit card restrictions. Hannahs discussed the many difficulties that the library has been having recently with their credit cards.

**Announcements:** -Next meeting is February 8, 2018 at 5:30 p.m.

**Adjournment:** Knutson moved to adjourn the meeting. Volk seconded. Meeting adjourned.