

# **LIBRARY BOARD OF COMMISSIONERS Minutes**

*Monday, July 21, 2014, 5:15 p.m. Local History Room*

**APPROVED SEPTEMBER 15, 2014**

## **1. In attendance:**

- Peg Boyle Single, Ed Adrian, Kate Bouton, Peter Ireland, Jill Krowinski, Ellen MacLellan, Glenn McRae, Rubi Simon.

## **2. Approval of June Minutes**

- Jill made motion to approve, Peter seconded. Minutes approved.

## **3. Public Comment**

- There were no public comments.

## **4. Restroom Policy**

- Discussion about proposed policy.
- Questions about access because we are public. Add a sentence about how the Director has authority to deny.
- In terms of process, when we pass this draft policy it will go to the city attorney for review and then back to the commission for final review.
- Rubi will get clarification on the policy process.

## **5. Update on Summer Reading Program**

- A concern was raised about the summer reading program and the age range. Currently the program is open for children k-8. Started a conversation about policies vs guidelines and how we can make them as inclusive as possible.
- Rubi will work on the guidelines/recommendations.

## **6. Report to City Council**

- Peg and Ed will present the Commissioner's report in August to the Council.

## **7. Committee Updates**

### ***Development committee report***

- Our fundraising goal from the City is \$50,000.
- Kath is developing fundraising plan with includes the Annual report, fundraising letters, etc.
- Plan to have a meeting with the Friends to further collaborate and streamline our fundraising work.

### ***Collections committee report***

- The charge of the committee is under review since the City has been so responsive with FFL's issues.

### ***Board Development***

- The contract is available to review for the strategic planner.
- Will ask Commissioners to attend the first kick off meeting with the planner.
- Commissioners will send in their self-evaluations to Glenn by the end of the week.

## **8. Cross-Committee Discussion**

- Development will work with the Friends on fundraising, but also with the upcoming "Friendraiser"

## **9. Recommendations for Trustee Position**

## **10. Appointments for Chair and Clerk**

- Jill nominates for Peg for Chair, Ed seconded. Board approves unanimously.
- Peg nominates Ed for Vice-Chair, Jill seconded. Board approves unanimously.
- Jill made the motion to postpone the clerk vote until the September meeting, Ed seconded. Board approves unanimously.

## **11. Director's Comments**

- Review of the sub-committee/priority calendar.
- FRP out for the library IT system. Reviewing and evaluating what the IT needs are for the library.
- Rubi has been asked to serve on the city IT committee.

## **12. Staff Commissioners Update**

- There's been a staffing shortage, but they are making it work.
- Showing the soccer games was great, the community feedback was great.
- Circ is getting a credit card machine for those would rather pay late fees with a card.

## **13. Friends of the Library Update**

- Working on book sale.
- Coordinating grant reports with Kath.

## **14. Actions to be taken**

- Recruit a clerk
- Find a date to meet the strategic planner in August
- Development ask for contacts
- Development/Friends lunch

*Jill makes a motion to adjourn, Glenn seconds. Board approves unanimously.*

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