

Minutes of the Henika District Library Regular Board of Directors Meeting, January 8, 2009.

The meeting was called to order by board president Carrie Marchesotti at 6:02 PM.

Present: Marchesotti, Roger Bean, Dave VanStensel, Kathy Reagan, Gary Marsh, Bob Kennedy, Ann McInerney, Youth Services Supervisor Vicki Kouchnerkavich and Library Director Lynn Mandaville.

Absent: Helen Gambee.

Motion Bean, seconded by McInerney, to approve the agenda as revised. All aye, motion carried.

Motion McInerney, seconded by Bean, to approve the minutes of the December 11, 2008 meeting. All aye, motion carried.

Financial Report.

- The accountant's month end report for December 2008 was reviewed and filed.
- The credit card detail report for December 2008 was reviewed and filed.
- Motion Kennedy, seconded by Bean, to pay the bills. All aye, motion carried.
- Penal fines for December have not yet been received.

Communications.

- July/December Board of Review Affidavits were received from the City of Wayland.
- Letter from CitiBusiness Credit Cards informing us that our credit line and cash advance limits have been reduced to reflect more accurately our spending patterns.

Director's Report.

- Director asked if anyone knew of someone who might be interested in doing snow removal for the library when Kay Herp or BJ Ream is not available. Mandaville will post a sign on the doors in hopes of ferreting out someone for the job.
- Winter Reading Challenge. Library staff has issued a challenge to the board to participate in the adult winter reading club to see which group can earn the most money for Christian Neighbors. The program runs through March 31st.

- Building information presented which had been requested for the December meeting. Much discussion about which building had the most potential as a solution to the library's space problems. Two properties were selected for further investigation. Marchesotti and Marsh will make inquiries.

Youth Services Supervisor Report.

Kouchnerkavich reported on new book shelves she has ordered, the magnetic marker board to replace the old bulletin board, Gail's dyeing of the cushions on the comfy chairs in the teen area, story time resuming, and the next round of Steeby Wildcat Readers program.

Unfinished Business.

- Technology Committee. VanStensel reported on the VOIP telephone possibilities. He also reiterated the need for a battery back-up system/ surge protection for the network. He also talked about the need to upgrade our wireless box for improved wireless access for the public.
- Report on portables. Marsh reviewed with the board what he had learned about using portables, their availability, and city requirements to put one in place.

New Business.

- Public comment for non-agenda items. None.
- Official spending limit for director. There was much discussion regarding the discretionary spending limit the library director ought to have. Mandaville will draft language to be incorporated into the job description giving the director authority to spend whatever is necessary to handle emergency situations without board approval, and the desirability of involving the board's input when large expenses represent a change in philosophy or vision in library programming and operations.
- Public relations plan. Not for discussion tonight, but Mandaville would like some thought put into a specific strategy for publicizing library programming that is timely, covers all bases, is innovative and thorough.
- Amnesty week. Staff is interested in offering another amnesty week so people can clear their slates in these tough times. They would like to tie it to a food drive. After much discussion the board consented to another amnesty event, and requested that it be very well publicized.
- Mounting shelving on plaster walls. Board has no objections to hanging a shelf for PlayStation2 games.

- Carpeting in circ area has delaminated and needs replacing. Mandaville presented quote from Wayland Carpet for laminate flooring. Board requested second bid from Leisure Floors.
- Energy efficiency plan. In light of the fact that we will not be embarking on expansion any time soon, it was suggested that we do some improvement of the energy efficiency of the building. Basement window in dungeon needs repair, and should be done to minimize heat loss. Insiders (Plexiglas indoor windows that fasten over the window by means of Velcro or magnets) could help eliminate heat loss through the original windows. Mandaville will look into these.
- Motion Reagan, seconded by Bean, to accept the letter of engagement from McKeown, Kraai and Phillips for continued accounting services. All aye, motion carried.

Around the Table.

- Marchesotti expressed concern about being called at 8:30 the day of the big snow to okay closing the library. It's done now, but she felt awkward about closing when staff was already in the building, and that staff lives in town and could get to work and home, most likely without incident.
- Reagan said she had no success with securing chairs from Herman Miller. She is very pleased with the new web site.
- Marsh suggested that the \$32,000 bequest from H. Helmey be put into a CD. He demonstrated the new music browser he completed. The board expressed their appreciation of the extensive design and workmanship he put into creating this amazing piece of furniture.
- VanStensel suggested some form of compensation for Marsh for the work on above browser. This prompted discussion about the legality of payment to a board member. He also offered his CAD skills any time the board would like to take advantage of them.

The meeting was adjourned at 8:34PM.