

*West Branch Public Library
Board of Trustees Meeting Minutes
July 16, 2015*

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Meeting Commenced at 6:35 PM

Present: Dan Stevenson, Laura Gongora, Michael Schlitz, Amy Guhl, Michelle Carter, Cary Wiesner, Nick Shimmin (Director)

June Minutes: Minutes of the June 18 meeting were approved unanimously with no member abstaining, via a motion by Trustee Schlitz, seconded by Trustee Guhl.

Open Forum: No items were brought up.

July Expenditures: Trustee Gongora moved that the July expenditures be approved as submitted. This motion was seconded by Trustee Guhl, and passed unanimously with no abstentions.

Director's Report: Director Shimmin reminded the board of the need to develop a new five year plan. He also noted that June attendance was affected by the summer reading kickoff being held in May.

Part-time Employee Salaries: Director Shimmin submitted a proposal for a \$1/hour increase in pay for part-time library employees, which would be quite doable under the current budget. Trustee Schlitz moved the proposal be approved, with Trustee Carter seconding; motion passed unanimously with no abstentions.

Security Cameras: Director Shimmin submitted a proposal for security cameras on the interior and exterior of the library. He said the cameras cost about 160 apiece, and record on a seven-day loop. Trustee Stevenson asked if a policy for who views the images was needed; Director Shimmin thought the Confidentiality Policy would apply. He added that individual cameras can be easily accessed by staff, and that monitoring equipment will likely be in the back office and not monitored constantly. Trustee Stevenson still thought policy changes should be considered.

In response to an inquiry by Trustee Carter, Director Shimmin said cameras were desirable mainly for safety purposes, such as if someone tried to abduct a child. He added that money will come out of savings. Trustee Schlitz, with Trustee Gongora seconding, moved that the library proceed with purchase. Motion passed unanimously with no one abstaining.

Children's Area Redesign and Furniture: Trustee Schlitz, with Trustee Wiesner seconding, moved that the agenda be amended to allow for both discussion of this issue and purchase approval authority. Motion passed unanimously with no abstentions.

Trustee Guhl's proposals were discussed with some changes suggested. Trustee Gongora moved the board approve purchase with changes; motion was seconded by Trustee Carter and passed unanimously with no member abstaining. Thanks to Trustee Guhl for her hard work on this matter.

Long-Range Plan: Director Shimmin told the board a new plan is needed. He suggested a survey, while also noting that public input is not mandatory. The board perused the survey prepared in 2008, and suggested several changes. The board also discussed distribution methods, including the newspaper, mail and online. Director Shimmin will draft a new survey.

Meeting adjourned 7:40 PM

Next Meeting: Thursday, August 13, 2015, 6:30 PM at library activity room.