

*West Branch Public Library
Board of Trustees Meeting Minutes
December 10, 2015*

*Mc
Laura Gongora*

Meeting Commenced at 6:40 PM

Present: Laura Gongora, Monica Tylee, Michelle Carter, Cary Wiesner, Nick Shimmin (Director)

Minutes: On a motion by Trustee Gongora seconded by Trustee Carter, the November meeting minutes were accepted with one minor correction.

November and December Expenses: Director Shimmin presented the November and December expenditure reports. Trustee Tylee moved both reports be accepted as submitted, with Trustee Wiesner seconding; motion passed unanimously.

Director's Report: Director Shimmin reported that attendance was up this year. The library will be having a program during winter break.

FY 2017 Budget: Director Shimmin presented the FY 2017 budget that had previously been approved by the finance committee. Highlights include a 3% COLA for the staff, and an added janitorial service that would include a "deep cleaning" of the library every month or two.

There was vigorous discussion about replacing laptops, which are on a five-year replacement plan. The finance committee has suggested the possibility of a switching to a simpler device like a Chromebook, and allowing them to be checked out. Trustee Wiesner suggested having one or two laptops along with other devices. Trustee Gongora asked if other libraries loan out devices; Director Shimmin said yes, adding that the board can adopt a policy on lending devices. On motion by Trustee Gongora seconded by Trustee Carter, the board unanimously approved the budget as submitted.

Board Vice President: Upon motion by Trustee Carter seconded by Trustee Wiesner, Trustee Tylee was elected Library Board vice-president.

Library Space Reorganization: Is working out quite well, though we may need another table and some more chairs.

Security Camera: Director Shimmin would like to install one in the back hallway, though he's a bit hesitant since there are so many cameras already. Trustee Gongora moved to approve the purchase an additional camera, with Trustee Tylee seconding; motion passed unanimously.

Community Survey: The board discussed possible ways of publicizing and disseminating the survey. Director Shimmin mentioned using Facebook and Twitter, as well as distributing the survey in the West Branch Times, which currently would cost \$77 plus the cost of printing 1100 inserts. He added that direct bulk mailing would be expensive, and that the library left copies of the previous survey at several local businesses, but had few of those returned. Trustee Tylee asked whether the library had an email list. Director Shimmin said the library has an email address of everyone who has an account, and could use that. Director Shimmin will look into various options, and also talk to library staff.

Meeting adjourned 7:50 PM

Next Meeting: Thursday, January 14, 2016, Library Community Room.