

*West Branch Public Library
Board of Trustees Meeting Minutes
October 20, 2016*

Meeting Commenced 6:35 PM



Present: Monica Tylee, Amy Guhl, Michelle Carter, Jan Cretin, Chuck Varnum, Jenny Embree (Friends of the Library), Nick Shimmin (Director)

Minutes: Trustee Cretin, with Trustee Guhl seconding, moved that the October meeting minutes be approved as presented. This motion passed unanimously.

Open Forum: No topics were raised.

Director's Report: Director Shimmin reported that circulation in September was roughly on par with previous years; while attendance, especially program attendance, is up. Storytime is so popular it may have to be split into two groups.

Finance: Trustee Wiesner, with Trustee Varnum seconding, moved that the October expenditures report be approved as submitted by Director Shimmin. Motion passed unanimously.

Board President: Trustee Varnum moved that Trustee Tylee be named president of the Board of Trustees. Trustee Guhl seconded this motion, which passed unanimously.

Staff Training Day: Director Shimmin reported that the recent staff training day went well. One idea developed was establishing an introductory account for people who have just moved and don't have a permanent address yet. This would be restrictive enough to encourage people to eventually get a full membership.

Annual Report: Director Shimmin presented the annual report for the board's perusal. Trustee Guhl moved the report be approved with minor changes; Trustee Varnum seconded this motion, which passed unanimously.

Patron-Use Lamination: Director Shimmin stated that the library has been getting increasing requests from patrons to use the library's laminating equipment. He would like to charge a \$.50 per sheet fee to recover costs. Trustee Guhl, with Trustee Cretin seconding, moved this fee be approved; motion passed unanimously.

Carpet Cleaning: Director Shimmin presented a quote for carpet cleaning, which should be done at least once a year but hasn't been done for 3 years. Trustee Cretin moved quote be approved, with Trustee Wiesner seconding; motion passed unanimously.

Assistant Director's Pay: Because of new regulations, the Assistant Director Position no longer applies as a Salaried/Exempt position at its current pay level. Because of this, Director Shimmin recommended making the position an hourly pay position. Trustee Varnum, with Trustee Carter seconding, moved to approve this recommendation; motion passed unanimously.

Meeting Adjourned 7:25 PM

Next Meeting: Scheduled for Thursday, November 17, 6:30 PM, Library community Room