

ROBERT W. BARLOW MEMORIAL LIBRARY BOARD OF TRUSTEES

MINUTES

MONDAY, DECEMBER 7, 2015 5:30 P.M.

The meeting was called to order at 5:30 pm by Board of Trustees president Brad Cutler. Board members present were: Janice Hanus, Dawn Parker, Kelly Newgaard, Mike Rottink. Absent were Ruth Allen and Jerry Lehtola. Library Director Erin Andrews was also present. Jody Anderson, Iowa Falls City Manager, was also present.

The agenda for the meeting was reviewed. Multiple board members asked that an item be added: Christmas gifts for the library staff. Erin Andrews also mentioned that she spoke with Ruth Allen, and that item was also added to tonight's agenda. Janice Haus moved and Dawn Parker seconded the approval of the agenda with the additional item added. Motion carried.

Minutes of the November meeting were presented. Minor corrections were made regarding the number of meetings board members could miss prior to being asked to leave the board. Dawn Parker moved and Janice Haus seconded the approval of the November minutes as corrected. Motion carried.

Bill from November were reviewed. It was also noted that the library had received a few substantial and appreciated financial gifts. Mike Rottink moved and Dawn Parker seconded the approval of the November bills. Motion carried.

Erin Andrews gave the circulation report. Circulation numbers have slowed down from the past month; however, DVD rentals remain very popular. There has been excellent attendance at the Lego Club. Total patron numbers are up 349 from November.

The Director's Report was given by Erin Andrews.

The gift account balance is \$ 84,382.33

Inside and outside lighting work is about to wrap up. The Capital Improvement Plan was presenting to the City Council on 11/5/15, and the request for 7 new computers was approved. Erin has been working hard on preparing the FY 2016-7 budget.

The Friends of the Library Report was covered in the Director's Report. The Friends have made purchase of many new DVDs possible.

No citizens were present at the meeting to address the Board.

Items for Discussion:

1. Vacation and Circulation Policy: After review of the draft of vacation policy changes as revised by Erin Andrews, Janice Haus moved and Kelly Newgaard seconded that the policy be approved "as written" and implemented. Motion carried.

- 2. Budget Review FY 2016-17. After review by the board, with some minor changes suggested by Jody Anderson and implemented, Dawn Parker moved and Mike Rottink seconded that the board approved the FY 2016-2017 budget. Motion carried.**
- 3. Board Calendar. Erin Andrews introduced the 2016 Board Calendar. Each month we will plan to review sections of library policy.**
- 4. Ruth Allen. Erin Andrews spoke with Ruth Allen. At this time, we are seeking a new board member. Kelly Newgaard will speak with the mayor regarding potential appointments.**
- 5. Christmas gifts for library staff. After brief discussion, it was agreed that we would purchase Chamber Bucks, with each board member chipping in \$25. Brad Cutler will be the person in charge of gathering the board members' money, and purchasing the Chamber Bucks. He will then give them to Erin Andrews to distribute to her staff at her discretion.**

Dawn Parker moved, and Mike Rottink seconded that we adjourn the meeting. Motion carried.

Submitted by Kelly Newgaard, Secretary and Board Member.