

ROBERT W. BARLOW MEMORIAL LIBRARY BOARD OF TRUSTEES
MINUTES

Monday, May 2, 2016 5:30 P.M.

Board of Trustees president, Brad Cutler, called the meeting to order at 5:35. Board members present were: Mike Rottink, Jerry Lehtola, Erin Schmidt, and Dawn Parker. Erin Andrews was also present.

The agenda for the meeting was presented and approved. (Parker/Rottink)

The minutes of the last meeting were approved as corrected (Page Hansen, not Paige Nelson) with Brad Cutler moving to approve the minutes as corrected, and the second came from Erin Schmidt.

The bills from the past month were presented for Board's review. Lehtola moved to approve those for payment, and Mike Rottink seconded approval of the bills.

The Monthly Report and the Director's Report to the Board were presented.

- Many areas of Circulation have remained steady for the past couple months. Juvenile print (books) checkout is down, however. Other areas where usage is monitored remains fairly consistent.
- The AED is in the library. Tim Smith will be asked for assistance in order to get knowledge in its proper use. He may be asked for suggestions on where to place the equipment.
- The gift Account balance is \$84,460.90.
- Few maintenance issues were needing assistance this month.
- The summer reading program is ready to go! Yoga will be offered in May, as well as the monthly Book Club.
- Rebecca helped with a Celebrate Reading Day at HyVee, and she said it was well attended.
- Erin will continue the search for another Board member.

The Friends report to the Board was included in the Director's report.

- The group purchased a television on a cart for the library, and it is ready to use!
- They are still looking into new landscaping for the library grounds. Some volunteers from the high school assisted on April 22 and did some raking. They also pulled weeds and helped Dee Dolan with some other tasks outside around the building. We will arrange for their assistance again next year on Earth Day.
- A disc machine has been purchased for the library. The machine is used for cleaning DVDs and CDs. The service of disc cleaning will be offered to library patrons, beginning in June, possibly for \$1-2.

There was no input from the public at the meeting.

The Board discussed the Policy for Internet Usage in the Barlow Memorial Library. Erin reviewed the policy, as it currently stands. The board read through and discussed the policy, looking at additions to the old policy. Some additions were made, and the policy will be added to the new web site. The Board approved the policy as it was revised. (Jerry L moved, Dawn Parker seconded.)

Policy additions were made to include the use of the new TV and any other media equipment within the Conference/Community Room Policy & Guidelines. The changes were approved following the motion made by Dawn Parker and seconded by Erin Schmidt.

Erin showed the members who were present how the new web site is shaping up. We viewed the many areas that have been set up on the site. We were able to view this on the new TV. We are hopeful that this (website) will be complete sometime in June.

The meeting adjourned at 6:30. (Rottink motion. Lehtola second)

Submitted by Dawn Parker