

Library Board of Trustees Meeting
Thursday, August 18, 2016

1. Call to Order: 7PM by Frank Sosnowski, President
Present: Board Trustees: Elizabeth Campion, Mary Beth Kane, Ron Kangas, Mary Kingston, Frank Sosnowski. Director: Kristen Valyi-Hax
2. Approval of Meeting Agenda: Motion to Approve made by Elizabeth Campion, seconded by Mary Beth Kane. All in favor.
3. Approval of Minutes from June 16, 2016: Three typographical errors corrected and then Elizabeth Campion made a motion to accept the amended minutes, seconded by Mary Beth Kane. All in favor.
4. Reports:
 - A. Board Presidents Report: Frank Sosnowski visits the library at least once each week. He has received frequent reports from Kristen Valyi-Hax as the staff was dealing with the flood issues. Frank was able to attend children's programs this summer and spoke to the parents about the library millage renewal.
 - B. Treasurer's Report: Revenue Report submitted on paper. Kristen Valyi-Hax notes that revenue from property tax has been higher than predicted. She hopes to meet soon with the city financial manager to discuss the 2017 budget.
 - C. Staff Reports: Submitted on paper.
5. Ongoing Business
 - A. Millage 2016
 1. Review Timeline. The Friends letters will be mailed one or two weeks after Labor Day. The board discussed the idea of Endorsements and decided they may be more work than potential gain.
 2. Plan for Upcoming Months: Elizabeth Campion has been researching postcards that could be handed out, and lawn signs. She reports that we can get about 1000 postcards for \$100. Lawn signs are 50 for \$300. Kristen Valyi-Hax offered to help Elizabeth formulate language for the postcards. Mary Beth Kane offered to fundraise to help pay for these items. Board members offered to donate toward the cost. We wish to have the postcards by the first public forum scheduled for September 26. The lawn signs are needed by mid-October.
Kristen Valyi-Hax asked Mary Kingston to talk to the Friends about using social media in the Friends name to help promote the library.
Frank Sosnowski wishes to contact the local schools and see if there is an opportunity where he can address parents about voting for the millage renewal. Board members also agree to try to encourage more positive coverage by The Advertiser Times.
 - B. Emergency Incident Procedure: Kristen Valyi-Hax has added a Patron Code of Conduct to the manual. The Board agreed that formal approval is not necessary but can be edited by the director, so long as the director alerts the board to the changes. In this way, it will remain a living document, more easily adapted and amended as needed.
 - C. Photocopy Machine Contract – Kristen Valyi-Hax is continuing to work on this. She plans to have proposals available at the September meeting.

- D. Window Cleaning: Kristen Valyi-Hax has still only received one estimate to date. It was she suggested she try one more time to get quotes. If not, we may only be able to have the windows cleaned annually, which should be done in the spring.
- 6. New Business
 - A. Lower Level Remediation: The carpet has been replaced in the flood-damaged areas and the walls repainted. ServPro has been a wonderful company to work with, going above and beyond what was required of them. The staff has been diligent and invaluable in handling issues and brainstorming solutions to best meet patron needs despite the flood. The Board took a tour of the damaged areas to see the remediation. Kristen Valyi-Hax planned to reopen the lower level on Monday, August 22 in a soft opening with the official opening on August 26, accompanied by cake.
- 7. Call to Board: The Evaluation committee scheduled a meeting to discuss how best to evaluate the director's performance. Mary Kingston mentioned she will be absent from the September meeting.
- 8. Public Comment: No public present
- 9. Adjournment: 8:35 pm by President Frank Sosnowski.