

Irvin L. Young Memorial Library  
Board of Trustees Regular Meeting  
White Memorial Room  
Monday, January 11, 2010, 6:30 pm

Present: Julie Caldwell, Laura Jacobs, Sharon Knight, Rose Mary Leaver (sec.), Donna Nosek, Jim Winship. Absent: Patti Rohrs,  
Administrative Staff present: Stacey Lunsford, Sally Mason  
Also attending: Deb Weberpal

1. President Nosek called the meeting to order at 6:35 p.m.
2. The consent agenda was approved. (Winship/Knight) Ayes: Caldwell, Jacobs, Nosek., Knight, Winship, Leaver. Noes: None.
3. Receipt of circulation and service reports for December 2009 reflecting a 13% circulation increase over December 2008 was acknowledged. (Leaver/Jacobs) Ayes: Caldwell, Knight, Nosek, Winship, Jacobs, Leaver. Noes: None.
4. Treasurer's report for December 2009 was acknowledged. Knight will renew a CD in the Collection Development Trust in the amount of \$33,502 that matures on 1/17/10. In addition, \$10,736.85 is to be transferred from the money market to the library special revenue fund's capital equipment line item, 220-55110-810, to cover the cost of the new security gates installed by 3M in February 2009. Winship/Jacobs) Ayes: Caldwell, Nosek, Knight, Jacobs, Winship, Leaver. Noes: None.
5. Citizen input regarding matters not on agenda; no action at this meeting: None.
6. OLD BUSINESS
  - a) Final review of 2009 Goals and Objectives: In addition to objectives met in the preceding year (summary included in Board packet), the Library received a grant to promote use of non-fiction resources by adolescents; opened a Twitter account to send out announcements; completed a fundraising study; created a Young Adult CD collection, and significantly increased the number of YA and juvenile paperback series.
  - b) The Inclement Weather Policy was approved as follows: If the City declares a Snow Emergency, the Library will close. All exempt staff will be required to take a vacation or flex day or make up the time later. All non-exempt staff will be allowed to take the day without pay, if desired. Otherwise, they may take vacation time for that day. In the event that severe weather conditions develop during the day, the Library Director will have the discretion to close the library early. (Winship/Knight) Ayes: Caldwell, Nosek, Jacobs, Knight, Winship, Leaver. Noes: None.
7. NEW BUSINESS
  - a) Proposal from Seniors in the Park to explore the possibility of a joint-use facility: Parks and Recreation Senior Coordinator Deb Weberpal outlined a preliminary proposal for a joint Public Library/Seniors in the Park facility, to be located in the planned expansion of the Library building. A summary of programming and space needs was included in the Board packet. Because this proposal represents a major change in plans already developed for the library, it was the Board consensus that a feasibility discussion should first take place among Stacey, City Manager Brunner, Park & Rec Director Matt Amundson, and Deb Weberpal, with their conclusions or recommendations then brought to the Board.
  - b) Review of Space Needs Assessment from Anders Dahlgren: the Board will review the needs assessment but agreed that more time is needed for deliberation than was available at the January meeting. In addition, it was felt that input from the architects is vital.

- c) The 2010 Memorandum of Agreement between Lakeshores Library System and Irvin L. Young Memorial Library was approved. (Leaver/Jacobs) Ayes: Caldwell, Nosek, Knight, Winship, Jacobs, Leaver. Noes: None.
  - d) The Circulation policy was reviewed and reapproved as follows: photo identification will be required when applying for a card, and checkout limits are to be observed for DVDs. Several minor language changes were also incorporated. (Winship/Caldwell) Ayes: Jacobs, Knight Nosek, Caldwell, Winship, Leaver. Noes: None.
  - e) The director's evaluation procedures were scheduled. Evaluation forms should be placed in a sealed envelope and returned to Sally Mason by February 1. A closed session for discussion will be scheduled for the February 8, 2010, meeting.
8. Director's Report:
- a) The report included the agenda for the Jefferson County Library Council meeting on January 19, with a copy of the letter from the Jefferson County Administrator asking the [Jeff. Cty.] libraries to conduct an internal audit, which will include consideration of library system benefits. Also included was correspondence from Walter Burkhalter, MWFLS director about this agenda item.
  - b) The Symphony software upgrade was completed over Christmas weekend. There are still some bugs to work out.
  - c) A report on circulation of juvenile videocassettes and audiobooks on cassette revealed that there were none that hadn't been used in the past year. (Unused items are candidates for removal from the collection.) The children's area is very quickly running out of space for new materials.
  - d) Applications for the open position were accepted until Friday, January 8. Five candidates will be interviewed.
9. Board member reports: Winship announced that he will not be able to attend the February meeting since he will be presenting an academic paper in Cuba at that time.
10. Board member requests for future agenda items: None.
11. Confirmation of next meeting on February 8, 2010, 6:30 pm
12. The meeting was adjourned at 8 p.m. on a Leaver/Knight motion.