

**LOGAN LIBRARY  
REGULAR BOARD MEETING MINUTES  
14 JANUARY 2014  
5:30 PM**

**MEMBERS PRESENT:** Chad Hutchings, Jeanne Sullivan, Pat Sadoski, Tavia Smith, Robert Schmidt, Gene Needham - City Council

**MEMBERS EXCUSED:** Noelle Call

**MEMBERS ABSENT:** None

**LIBRARY STAFF:** Robert Shupe, Karen Clark, Debbie Ogilvie

**VISITORS:** Joseph Anderson, Susan Kadlec

**BUSINESS:**

- The meeting was chaired by Chad Hutchings; roll call was conducted by Debbie Ogilvie; the minutes for December were reviewed and approved.
- Under the Call to the Public, Pat Sadoski asked about volunteers being able to work evenings.
- Robert Shupe extended a special welcome to Gene Needham, recently appointed ex officio member of the library board as the City Council representative. The board and staff members then introduced themselves to him.
- Robert Shupe informed the board that Susan Kadlec has been approved by the mayor and, pending ratification by the City Council, will be rejoining the library board. He also explained that although Joe Needham and Chad Hutchings both started 6 years ago, one of those appointments was to finish an existing term, so Chad is with us for one more year.
- Robert Shupe explained the purposes of the Staff Association Council and provided a list of the newly elected members.
- Robert Shupe reported on the status of the Homebound Service, and stated that the program is ready for an official press release.
- The board reviewed the monthly statistical report for December. Robert Shupe informed the board that beginning in January, usage of the library's wireless network will be included in the computer sessions.
- Chad Hutchings reviewed the duties of the board offices and appointments. The board elected Chad Hutchings for Chair and Noelle Call for Vice Chair for 2014. Board assignments were made as follows: Trust Funds - Tavia Smith; Board Policies - Jeanne Sullivan; Advocacy and Legislation - Robert Schmidt; Long Range Planning - Pat Sadoski; and Public Relations - Susan Kadlec, pending her ratification by the City Council as a board member.
- Robert Shupe proposed a schedule for 2014 board meetings, noting that there is no meeting scheduled in November as the second Tuesday is Veterans Day. The board approved the schedule with the understanding that a November meeting may be scheduled if needed.
- Robert Shupe presented a "marketing plan revision document," with updates suggested by the current marketing committee, and asked for suggestions from the board members. The board responded with suggestions to involve more groups and local celebrities in the READ poster program, and with discussion about book festival logistics.

- Robert Shupe (for Noelle Call) reported that all accounts are in good standing. He also reported that the librarians have been asked to submit budget proposals for the 2014-15 budget, and that a draft budget will be presented for initial discussion in the next board meeting.
- Tavia reported that the ongoing in-house book sale collected \$584.35 in December. She also reported that the online book sale collected \$357.48 in December, bringing the online total for 2013 to \$5,740.08.
- Robert Shupe reported on the ongoing efforts to create a friends group. He reported that a nucleus group has been meeting and intends to hold elections in the January 16th meeting. Chad Hutchings reported that he has provided them with information on the requirements to establish the group as a business entity and to set up their 501c3 status.
- Robert Schmidt reported on the ongoing Marketing Committee projects: Mayor Petersen's READ poster has been posted; The committee discussed bringing the READ poster program to the local schools; The library has purchased a Santa Suit to allow for greater programing versatility; Latino Outreach is in progress; The committee discussed getting the library involved in the Gallery Walk; National Library Week is in April; The committee began review of the marketing plan.
- Pat Sadoski reported that the library has begun in-depth discussion of the library's vision and values statements, and that suggestions from each division will be synthesized into a draft to present to the board, possibly by March.
- The meeting adjourned at 6:55 PM. The next meeting is scheduled for February 11th, 2014 at 5:30 PM.