

**LOGAN LIBRARY
REGULAR BOARD MEETING MINUTES
8 APRIL 2014
5:30 PM**

MEMBERS PRESENT: Chad Hutchings, Noelle Call, Pat Sadoski, Tavia Smith, Robert Schmidt, Susan Kadlec

MEMBERS EXCUSED: Jeanne Sullivan, Gene Needham - City Council

MEMBERS ABSENT: None

LIBRARY STAFF: Robert Shupe, Karen Clark, Debbie, Ogilvie, Katrina Farrow

VISITORS: Joseph Anderson

BUSINESS:

- The meeting was chaired by Chad Hutchings; roll call was conducted by Debbie Ogilvie; the minutes for March were reviewed and approved.
- Karen Clark and Katrina Farrow reported on the "Dealing with Angry Customers" training that several staff members attended in March.
- Robert Schmidt and Susan Kadlec reported on their attendance at a Library Trustee Training meeting.
- Robert Shupe reported on the status of Homebound Service, and informed the board that active promotion will start immediately following the National Library Week activities. Pat Sadoski suggested outreach at Williamsberg Retirement Community.
- Robert Shupe reported on plans for participation in the Downtown Gallery Walk on April 11th, and informed the board that the library will remain open to the public past normal closing time for the event.
- Karen Clark reported on plans for National Library Week, including displays, a community fair, and presentations from the fire department and the police department.
- Robert Shupe reported on the great success of the first Spanish Storytime, due in big part to the work of the Latino Advisory Council, and informed the board that the program will be regularly scheduled every Wednesday.
- Robert Shupe gave a follow-up report on the need to mark the book-drop drive through lane as a no parking zone.
- Robert Shupe informed the board that the library will be holding a Volunteer Appreciation event (tomorrow), with a pot-luck lunch provided by the library staff.
- The board reviewed the monthly statistical report for March.
- Robert Shupe distributed copies of the proposed FY15 budget, and informed the board that no changes had been made since their review in February. He also reported that the suggested proposal to increase the tax levy is still under discussion, but seems to be favorable thus far.
- Chad Hutchings called for a motion to approve the proposed FY15 budget; Susan Kadlec so moved; Pat Sadoski seconded. The motion carried unanimously.
- Robert Shupe distributed and explained a proposal for spending the recently received CLEF grant funds. Susan moved to approve the distribution as written; Tavia Smith (and Noelle Call) seconded. The motion carried unanimously.

- Robert Shupe distributed the draft of the Memorandum of Understanding (MoU) with the Friends of the Library. After a brief discussion, in which Chad explained that the existence of the MoU was necessary to establish 501c3 status, Robert Schmidt moved to accept the MoU; Susan Kadlec seconded. The motion carried unanimously.
- Robert Shupe distributed the latest draft of the library's Vision and Values statements, and copies of the American Library Association Library Bill of Rights for the board's information. Chad Hutchings suggested wording to legally include the ALA Bill of rights without actually spelling it out. The document will be an action item in the next meeting.
- Robert Shupe distributed the revised draft of the Logan Library Marketing Plan, wherein the proposed additions have been voted upon, prioritized, and incorporated with the existing plan by the Librarians Council and the Marketing Committee. The document will be a workshop discussion item in the next meeting.
- Robert Shupe distributed the requested inventory of art in the Library, and reported that the next step is to work with an outside source for appraisals.
- Robert Shupe reported that Jerry Fuhrman has offered (and Robert has accepted) to help with the creation of a gallery wall in the library to showcase art for a longer time period than the one-night Gallery Walk allows.
- Robert Shupe explained Logan City's practice of remaining open for business on Columbus Day and closing on the Friday after Thanksgiving. He proposed closing the library to the public on Columbus Day, and holding a staff development day for training in areas such as customer service, ergonomics, and CPR training.
- Robert Shupe informed the board that the library's 100th birthday is approaching - April 18th, 2016. He reported that a committee will be formed to work on plans, and invited the board members to participate. The board suggested pushing for a formalized approval of a new library by that date.
- Noelle Call reported that one budget account has been overspent due to the need for lots of repair/replacement of audiovisual cases, and that a budget transfer will be made to cover the funds.
- Tavia Smith reported that the online book sale collected \$338.23, and the ongoing in-house book sale collected \$662.80 in March.
- Robert Schmidt reported that the Friends of the Library organization is continuing to develop, and that discussion has included establishing their 501c3 status, the MoU, creation of a logo, participating in the book sales, and starting a 'Lunch and Learn' program.
- Susan reported on the Marketing Committee projects, including the updated marketing plan, press releases, creation of a social media policy, the READ posters, Spanish Storytime, the creation of a directory for the small display case in the foyer, plans for the Gallery Walk, plans for National Library Week, and the creation of a spreadsheet to track feedback on library programs.
- The meeting adjourned at 7:20 PM. The next meeting is scheduled for May 13th, 2014 at 5:30 PM.