

Eaton Public Library
Board of Trustees October 3, 2018 Meeting Minutes

Present:

John Isbell – President
Dave Sloan – Vice President
Julie Finn – Secretary
June Gustafson - Trustee
Nomie Ketterling – Trustee
Marlene Richter – Trustee
Maureen St. Peter – Trustee

Guest: Mary Vance, President, Friends of the Eaton Public Library

Staff: Brenda Carns, Library Director

Call to Order. Declaration of a quorum. President Isbell called the meeting to order at 5:37 p.m., October 3, 2018 and declared a quorum.

2. Approval of the agenda. M/S – Vice President Sloan made the motion to approve the agenda. Trustee Ketterling seconded. Motion passed, no opposition.
3. Report of the President: President Isbell reported that he did attend the budget committee meeting as an observer. He thanked Director Carns for her work in preparing the draft budget. President Isbell stated that we will review one policy during each board meeting. He would also like the board to keep the momentum with our strategic plan. Director Carns will forward to the strategic plan to the board for review prior to the next board meeting.
4. Report of the Friends of the Library: EPL Friends President Mary Vance reported that the Friends met on September 20th. There are a number of books that need to be taken to the ARC. There will be a book sale in October and the cost will be \$1.00 per bag. Gift baskets will be for sale at the end of November. The staff appreciation luncheon is set for December 5th at noon. The board is welcome to attend. Please see President's Vance's report attached.
5. Director's Update: Director Carns included a detailed report in the board packet. Some topics touched upon: the HPLD will begin interview for seat openings next week. The HPLD has asked the EPL to host a focus group on October 24th from 6:00 p.m. – 7:00 p.m. There are 80 programs scheduled for the EPL this month. Director Carns has received many applications for the job opening and will begin the interview process when she returns from vacation next week.

6. Approval of the Consent agenda. M/S – Trustee Ketterling made the motion and Trustee Richter seconded. Motion passed, no opposition.
7. Items removed from the consent agenda. No items were removed from the consent agenda.
8. Old business:
 - a. Diversity Outreach: Trustee Ketterling reminded the board of the open house idea. There will be an open house at the EPL scheduled in the spring. Staff is moving forward in a positive way with the outreach program. On Friday, September 28th 29 people attended the Fiesta.
 - b. Library clothing: Trustee St. Peter turned in the order to Monarch. The order should be filled next week.
 - c. Board Budget Committee: Director Carns reviewed the budget with the board. Director Carns wanted to discuss staffing. Trustee Ketterling made the motion to increase Vince Cameron’s salary. President Isbell seconded, motion passed, no opposition. Vice President Sloan made the motion to approve the budget as presented, with the addition of staff salary increases. Trustee Ketterling seconded, motion passed, no opposition.
 - d. Volunteer Appreciation Holiday Party: The teen volunteers will have a separate holiday appreciation party this year, but still funded by the EPL. The EPL board holiday party will take place on December 12th at 6:00 p.m. Secretary Finn made the motion to have the library close at 5:00 p.m. on the 12th. Trustee St. Peter seconded, motion passed, no opposition. Trustee Richter will order the food, Trustee St. Peter will pick up the food for the party. Trustee Ketterling and Secretary Finn will be in charge of decorations.
9. New business:
 - a. Policy Review: Circulation Policy – Director Carns discussed the current policy and suggested new language to be inserted in the policy, which is similar to the HPLD policy. There is out dated language that needs to be removed from the current policy. Director Carns will make the changes and send the revised policy to the board to review prior to the November 7th meeting.
10. Adjourn: M/S Secretary Finn made the motion to adjourn at 6:45 p.m. Trustee St. Peter seconded. Motion passed, no opposition.

Next board meeting: Wednesday, November 7, 2018 at 5:30 p.m.

Respectfully submitted,

Julie Finn, Secretary