

Eaton Public Library
Board of Trustees July 11, 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 and Mary Heberlee, HPLD Board Member and Northern Plains Library Board Member

Staff:

Brenda Carns, Library Director

Call to Order. Declaration of a quorum. President Isbell called the meeting to order at 5:42 p.m., July 11, 2018 and declared a quorum.

2. Approval of the agenda. M/S – Vice President Sloan made the motion to approve the agenda. Secretary Finn seconded. Motion passed, no opposition.
3. Report of the President: President Isbell reported he met with Brenda and appreciates all she and the staff do to keep the library running smoothly during these very busy times. President Isbell encouraged board members to sign up to help the library with the upcoming Eaton Days activities.
4. Report of the Friends of the Library: EPL Friends President Mary Vance reported on the scholarship recipients, the recent art reception, state of the kitchen after programming has occurred and book sales. Please see President Vance's report attached.
5. Director's Update: Director Carns included a detailed report in the board packet. Some topics touched upon: Programing, the CAL conference and Eaton Days.
6. Approval of the Consent agenda. M/S – Vice President Sloan 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: AIMS Community College will host an ESL class at the library toward the end of August. The HPLD will provide Spanish language training for EPL staff. Trustee Ketterling discussed the EPL hosting an open house in the fall. Trustee Ketterling will bring additional information to the board during the August meeting.
- b. Library clothing: Trustee St. Peter has been in communication with Anna at Monarch. Anna will order a few samples for the Board and staff to check out. Trustee St. Peter discussed embroidery costs and will discuss clothing colors with Anna.

9. New business:

- a. Personnel questions: Director Carns informed the board that both Vince and Neal's wives are ready to give birth to their first children at any time. Director Carns requested a merit raise for Neal, as he is approaching his first year anniversary with the library. Secretary Finn made the motion to give Neal a merit increase. Trustee St. Peter seconded. Motion passed, no opposition.
- b. Fines on AV: Director Carns explained the EPL only charges late fees on audio visual materials. The fines collected last year equaled approximately \$800.00. The HPLD has done away with fines all together. Director Carns will create a policy doing away with late fines for the EPL. The board will review the policy at the August meeting. Director Carns noted that when materials are not returned, collection letters are sent out to the patron and collection policies are strictly enforced.
- c. Landscaping: Trustee St. Peter informed the board she had been in touch with a few landscaping companies in the area regarding the wrought iron fencing. Vice President Sloan has also looked at fencing. Trustee St. Peter will look into the cost of stepping stones for the lawn in front of the library. Trustee St. Peter will contact Home Advisor and President Isbell will send her another landscaping companies contact information.
- d. Mary Heberlee gave an update to the board regarding the HPLD. HPLD is expanding in Grover and are meeting with Grover to see if they can assist with expanding there as well. The HPLD has purchased a bookmobile and they are expanding their outreach program. The HPLD has purchased the old Goodwill building in downtown Greeley and will use the space for the downtown library. President Isbell thanked Ms. Heberlee for taking time to attend our board meeting and for the HPLD update.

10. **Adjourn:** M/S Trustee Ketterling made the motion to adjourn at 6:36 p.m. Trustee Richter seconded. Motion passed, no opposition.

Next board meeting: Wednesday, August 1, 2018 at 5:30 p.m.

Respectfully submitted,

Julie Finn, Secretary