

Lawrence Public Library Board of Trustees Meeting
Regular Meeting, 7 p.m./Public Library
Date: 7/21/2015

The Lawrence Public Library Board of Trustees met for its regular monthly meeting. President Marilyn Wagner called the meeting to order at 7:00 p.m. Board members present were: Marilyn Wagner, Mike Neal, Cyndi Hays-Morris, John White, Luanne Negley, and Susan Moore. Absent: None

- I. Recognition of Visitors
 - A. Carol Hutchinson , library assistant; Terrie Tucker, Library Director; Joyce Abel, assistant director; and Dianne Brumley, youth/program director.
- II. Approval of Minutes
 - A. Susan Moore motioned, Mike Neal seconded to approve minutes. Minutes approved as written.
- III. Financial Report
 - A. Accountant's Report
 1. Final report for fiscal year (ends June 30).
 2. We came under by \$8,000 in the general fund.
 3. Building fund: was over, but was expected to be over. (\$76,000 more spent than took in).
 4. It was noted that the lift hasn't been working and they haven't been able to find the problem.
 - a. It was installed February 2014.
 - b. There is one final and two small payments for the public bond.
 5. IMRF fund: just about on target.
 - B. Claims:
 1. Additions:
 - a. Thomas Reuters-West for acquisitions (law reference books) \$226.26.
 2. Mike Neal motioned to approve the claims. Susan Moore seconded the motion. Motion passed with roll call vote. Passed 6-0.
- IV. Director's Report
 - A. Director Terrie Tucker went over her report.
 1. It was noted that the basement flooded at the end of June. The cleanup was completed immediately by Serve-Pro. There was a downpour of several inches rain, the sump pump failed, and the basement flooded. Water (about 1 inch or more in places) covered $\frac{3}{4}$ of the basement. It was dried, treated and back in business by Monday. John White donated and installed a new sump pump.
- V. Youth/Program Director's Report
 - A. Dianne Brumley went over her report. The summer reading program wrapped up today. Attendance (children) was 146. Using LHS worked well, as well as the two programs at Lanterman Park. Sixty-five kids completed all 5 weeks of reading goals.
- VI. Unfinished Business
 - A. Building Renovation Projects
 1. Main Level Floors: tabled for now because two gentlemen are going to come and measure and have not yet been able to come.
- VII. New Business
 - A. Finance Committee (Budget for FY2016)
 1. John White reported the finance committee met with Dave Weger. Things were on track from the previous budget. The new budget is close to the same budget (not yet finalized). It will be finalized at the August meeting.
 2. A discussion was held on updating computers for the library. The office computer is being updated through the E-Rate program (federal government program that helps

libraries stay current with technology and keep their equipment up to date). The proposed amount in the new budget is \$8000.

- B. Trustee Replacement for Don W.
 - 1. Amy Dolkey, Brent Watson, Erica Bickers and Sue Schultz were submitted as possibilities. The term is through April 2017.
 - 2. Susan Moore nominated Sue Schultz, who is Sumner School's librarian, to fill the vacancy of Don Waggoner. Luanne seconded. The roll call vote passed 6-0.
 - 3. Luanne will tell Sue she was appointed and have her come by the library, where Terrie will give her a tour and dates of meetings.
- C. Emergency Weather Procedures
 - 1. Marilyn asked if there are emergency procedures for the library.
 - 2. Terrie noted the staff knows to get everyone down in the basement hallway if the tornado siren goes off.
 - 3. It was brought up we should have a sign posted with instructions/diagram of building (like the schools have).
 - a. We have an architect's rendering of the building showing the fire exit. The architect Donovan completed the sign. The building and grounds committee will contact Donovan to get an updated emergency procedures sign.
- D. Personnel Committee/Salary Schedule for FY2016
 - 1. Terrie wanted to note: the library has a great staff—hardworking, experienced and very loyal. They wish to be fairly compensated for the excellent job they do. Terrie feels they go above and beyond their job descriptions. She noted, "A happy staff means a high level of productivity". She also noted, "the current library is not your grandmother's library".
 - 2. Susan Moore made a motion to go into executive session to consider salaries. John White seconded. Motion passed.
 - 3. After executive session, Susan Moore motioned to give the entire staff a 3% raise across the board. John White seconded the motion. Roll call vote passed 6-0.
 - 4. The raise will be retroactive to July 1, 2015.
- VIII. Truth In-Taxation Compliance: no report
- IX. Other Business
 - A. Terrie asked if the trustees were going to recognize Don Waggoner for his service to the library. Terrie will get him a thank you card for staff and trustees to sign and a gift card to Wal-Mart.
 - B. Susan Moore brought up doing something about the ladies bathroom toilet seat. John White will look at it. Terrie Tucker noted the urinal downstairs is leaking. It has been turned off.
- X. President Marilyn Wagner adjourned the meeting at 8:25 p.m.

Cyndi Hays-Morris
Secretary