

Lawrence Public Library Board of Trustees Meeting
Regular Meeting, 7 p.m./Public Library
Date: 07/19/2016

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, Susan Moore, and Sue Schultz. Absent: Luanne Negley

- I. Recognition of Visitors
 - A. Terrie Tucker (library director), Dave Weger, Accountant.
- II. Approval of Minutes
 - A. Correction under new business: letter from Linda Phillippe—she wants us to add a plaque to a current dogwood that is already planted. Marilyn has written her a note explaining we do not do retroactive dedications.
 - B. Susan motioned to accept the minutes as corrected. Sue seconded. Motion passed.
- III. Financial Report
 - A. Accountant's Report: Dave Weger was present to give the report. See report for details.
 - 1. With regards to FICA IMRF—we have been levying more than spending to get the balance up. This will provide a buffer of approximately 6 months.
 - 2. We will be transferring money from the general fund to the building fund and then the building fund will pay the debt it owes to the general fund.
 - 3. Considering everything (with the exception of the bond payments), we have done really well for the year. We were \$11,586 under budget.
 - B. Claims: no additions or changes. Susan motioned, John seconded to accept the claims as submitted. Motion passed with a roll call vote.
- IV. Director's Report
 - A. Terrie presented her report.
 - 1. Will Gibson informed Terrie that the "The Building & Maintenance Levy" requires a separate ordinance approved by the Trustees every year as well as a public notice. This has not been done for some time. This may not have been completed since 1977/78. Will said not to worry about the past years, but to do it this year. The public must be allowed a chance to oppose with a petition of 10% of registered voter signatures (950 signatures for Lawrence County to oppose). Terrie has the notice and form and will have it at the August meeting.
 - 2. We received \$12,975.72 from the Per Capita Grant.
- V. Youth/Programs Director's Report
 - A. Terrie presented Dianne's report.
 - 1. The summer reading program was very successful. Average attendance each week was 141. No negative incidents occurred.

- VI. Unfinished Business
 - A. Transfer of Funds Resolution
 - 1. Completed last meeting, only a signature was needed
 - 2. John reported he has not heard from the insurance about the storm damage.
- VII. New Business
 - A. Finance Committee Report
 - 1. Terrie, Dave, Marilyn, Mike, and John met and came up with a tentative budget. We know we will have a little extra money next year without the bond payments. A tentative budget for fiscal year July 1, 2016 to June 30, 2017 was presented. Adjustments will need to be made after salaries are determined. A final budget will be presented in August, published, and the public hearing will be in September.
 - B. New Circulation Desk Computers needed—Terrie reported the operating system (Polaris) did an update—this presented a problem since our version of windows is no longer supported. The suggestion is to replace the unsupported computers (two).
 - 1. Last fiscal year the board discussed slowly replacing the library computers. \$7000 has been budgeted for this year (2016-17).
 - 2. Susan motioned to purchase three computers (two for the circulation desk and one for patrons). Sue seconded. Motion passed with a role call vote. (The computers are \$1170.28 each)
 - C. New Hire/Permanent Part-Time
 - 1. The first choice person's circumstances changed. Next choice is Tracey Edgin. She has excellent references and Mrs. Beoughter has worked with her in the past and noted she always goes above and beyond. She started Monday and will be training everyday for two weeks. After two weeks, she will start with her part-time schedule.
 - D. Personnel Committee Report
 - 1. The personnel committee met and had a successful meeting discussing personnel evaluations. Terrie's evaluation was completed with several positives and some suggestions for improvement.
 - 2. Pay Rate/Salaries: Terrie recommended a 3% across the board raise.
 - 3. John motioned, Susan seconded to go into executive session to discuss salaries. Mike moved, Susan seconded to go out of executive session.
 - 4. John motioned to give an across the board 3% raise to all employees. Cyndi seconded. Motioned passed a role call vote, 4 in favor, two against.
- VIII. Truth In-Taxation Compliance—no action required.
- IX. Other Business—FYI: the President of the Board should appoint two people to audit the secretary's minutes. Marilyn appointed herself and John. They will meet immediately prior to August meeting.

Submitted by:

Cynthia Hays-Morris, Secretary