The Lawrence Public Library Board of Trustees met for its regular monthly meeting. President Mike Neal called the meeting to order at 7:00 p.m. Board members present were: Mike Neal, Cyndi Hays-Morris, John White, Luanne Negley, Julie Mieure, Janet Faro, and Deanna Ratts-Boyd. Library director Dianne Brumley was present. Board members absent: None

I. Recognition of Visitors
   A. No visitors

II. Approval of Minutes
   A. John motioned to approve the November minutes, Deanna seconded. Motion passed.

III. Financial Report
   A. Accountant’s Report
   B. Claims

IV. Director’s Report
   A. Dianne read a thank you note from Dottie Hennessy (she volunteers at the library)
   B. Highlights of the Director’s report include the following:
      1. Dianne noted there was less activity in December at the library, but that is not unusual.
      2. Levy Ordinance #18-4 was filed
      3. Certification of Ballot was completed with the County Clerk for the April 2nd election with John White, Cyndi Hays-Morris, and Joan Brian on the ballot for three open positions.
      4. Wheelchair lift inspection was completed and passed.
      5. A second round of one-on-one meetings with the staff was completed.
      6. The Friends of the Library donated a cordless vacuum.
      7. A new lawn mower will probably be needed in the spring.
      8. Upcoming events:
         a. Friends of the Library meeting 1/19/19 at 10 am
         b. Art Class for Teens will be 1/19/19 at 11 am
         c. Dianne will attend a free training for “Preparing a Disaster Business Plan” on 1/22 and 1/29.

V. Unfinished Business
   A. None

VI. New Business
A. Internet Service Change and E-Rate Options
   1. It is necessary to update our internet service. It is recommended by our E-Rate consultant, Jill Dare, that we update to Frontier package with 50 Mbps (we now have 5 Mbps).
      a. Cost will be $550/month (previous was $497.53/month)
      b. We will also need to pay for filtering. It is suggested it be through Lazerware for $425 annually
      c. Internet costs qualify for 80% discount through E-Rate
      d. This system would utilize a fiber optic connection
      e. There will be a one-time $250 installation for Frontier
   2. Julie motioned to authorize Frontier and Lazerware as our internet providers at the costs as listed above—Jill Dare will begin the application process. Deanne seconded. Roll call motion passed.

B. Cabling upgrade to utilize E-Rate Funds
   1. It has been recommended by Jill Dare (consultant) and Mike Jesinski (senior technician from Lazerware) to get a quote for replacing computer cabling.
      a. Upgrading the cabling enables us to get a better signal
      b. A discussion was held about getting a quote. Dianne will investigate further.

C. Possible Fine-Forgiveness Month in the Spring with a Food Drive
   1. This would be a PR thing. We have done this in the past.
   2. People who have fines would donate a can of food for the food pantry in lieu of paying their fine
   3. The library staff would compile a list of those who have not returned books and would inform them the fine will be forgiven if they bring the book back.
   4. Possibly would be February or March
   5. The board agreed this is a great idea

VII. Truth In-Taxation Compliance: Not required

VIII. Other Business
   A. Personnel committee
      1. We may need to revise the personnel manual next year
      2. The committee should meet in March to discuss the future of staffing the library

IX. Executive Session: Not required

Submitted by:

Cynthia Hays-Morris, Secretary