

Madison Library District
TRUSTEE BOARD MEETING

Minutes

Wednesday, February 23, 2011

The meeting was called to order by chairman Blaine Robertson at 5:07pm in the Children's Programming Room. Present at the meeting were Blaine Robertson, Henry Benavidez, Pam Beard, Judy Dewey, and Valerie Vail. Gordon Timothy and Jeniel Facer asked to be excused.

Minutes

The minutes of the January meeting having been emailed to the board members after that meeting, and the board having reviewed them, those minutes were approved upon Pam's motion with Henry seconding the motion.

Bills

The bills are now being paid online with Zions Bank bill paying service. Judy prepared a spreadsheet showing the outstanding bills. After discussion, the bills were approved upon Henry's motion and Pam's second of that motion. Judy explained her medical insurance reimbursements and presented a spreadsheet showing the reimbursements made, the actual charges, and the balance at this point.

Auditors Report

Brad Reed and Justin Taylor from Rudd & Company presented the audit for the fiscal year 2009-2010. Copies were distributed to those present and extra copies were given to the director. In the discussion that followed, some items came up for particular discussion:

- In QuickBooks, two separate "companies" need to be set up: one for the library and one for the bond transactions. This will facilitate keeping the record of expenditures of operating funds separate from expenditures from the bond monies.
- The Horizon report of outstanding overdue fines needs to be run on October 1 each year. The library's ILS (Integrated Library System) Horizon will not produce a retroactive report of outstanding fines. Judy reported she already had a reminder set to make certain this report gets run on the proper date. The ILS goes through its day-end procedure at approximately midnight, so the figures for September 30th are not available until October 1st.
- The audit report will be put on the website so that it is available to the public.
- Once the bond is paid off, if there is a balance remaining in the account(s), the board can vote to move the excess into the general fund.

Brad then went through the audit with the board members. The acknowledgement letter from the library to the auditors was signed by chairman Blaine Robertson.

Community Room Use Policy

The second reading of the community room use policy was accomplished with no changes being made. Pam made the motion to adopt the policy, and Henry seconded the motion. The policy will be numbered 2011023.1. Judy and Valerie will look into getting locks put on some of the community room kitchen cabinets so they can be used for library storage.

Personnel Policy Change

The second reading of the paragraph being added to the personnel policy regarding the director and assistant director being authorized to close the library in case of emergency was accomplished with no changes being made. Henry made the motion to adopt this revision; Pam seconded the motion. The policy will be numbered 20091021.4, this being the fourth permutation of this policy.

Custodial Contract - reviewed provisions; discussions

Judy had prepared a draft of the custodial contract, based upon prior contracts and updated with procedures now being performed by the current custodians. The board reviewed the draft. Judy will put an ad in the newspaper requesting bids for the contract. The contract will be available at the library and online for interested bidders.

New Library - Current Issues

The windows at the entrance to the community room are scratched in a circular pattern. It appears they got scratched by being improperly cleaned. Since neither the library nor the contractor knows who did this, Bateman-Hall and the library will share the cost to replace them. Each will pay approximately \$500 for new windows. The board asked when this would be done. Judy replied she does not know but will follow up.

Valerie noted there is a popped sheet rock screw on the west wall of the children's programming room. This will be brought to the attention of the contractor.

The base tiles in bathrooms in the addition will be replaced and installed with caulk rather than grout at the point where the tile meets the floor. This is being done at the contractor's expense, with the manufacturer giving a discount on the cost of the tile.

Horizon Acquisitions Module

Horizon Acquisitions module allows purchase of materials from within Horizon instead of staff going to each vendor's website. It also keeps track of budgets for each category of collection development. Coupled with purchasing some materials "shelf ready" it should save the library money in terms of actual dollars spent and staff time. Before approving this purchase, the board wants to see the figures for how much of the bond monies remain after all known expenditures are accounted for.

Additional Self-Check Computers

A discussion about the need for additional self-check computers was held. At least one additional self-check out computer is needed because there are lines at the two we have. Rather than wait in line, patrons then go to the circulation clerk. It appears we can get by with

just one additional, adding “fines and fees” capability to the original machine also, but we need to wait on a decision for these purchases until we know for certain the amount of bond monies remaining.

Change in Library Hours

Judy presented the idea of shortening library hours by one hour on Friday mornings to allow for the staff to have a weekly staff meeting. New Friday library hours will be 10am - 6pm.

Executive Session

Pursuant to Idaho Code 67-2345(1)(b) and after a roll call vote (Henry, yes; Pam, yes; Blaine, yes) the board adjourned into executive session to consider a personnel issue.

Director Evaluations

Upon reconvening and at Pam’s suggestion, a discussion was held regarding a form to be given to the staff to evaluate the director. Blaine made some suggestions, as did Henry. Pam will create the form and bring it to the staff at their meeting Friday morning. She will then compile the results which will be discussed at the March board meeting in executive session during the director’s annual review.

Pam moved to adjourn the meeting at 7:41pm.

Blaine Robertson, Chairman

Judith M. Dewey, Clerk