

- I. CALL TO ORDER AND SAFETY INSTRUCTIONS:** Board President Carol Keeley called the meeting to order at 6:30 P.M. and reviewed directions for evacuation and/or safety concerns with all present.

MEMBERS PRESENT:

Carol Keeley
Philip Silsby
Rhonda Ross
Mary Smith
Mary Karban
Victoria Weygandt

EXCUSED:

Catherine Kreher
Helen Thompson
Mary Stiehl

Leander Spearman, Andrea Rowe and Gail Eisenhart were also present.

- II. PUBLIC COMMENTS:** None
- III.** Mary Smith moved to accept minutes of the December 2015 Board meeting as recorded. Motion was seconded by Rhonda Ross. Minutes were approved.
- IV. PERSONNEL/LEGAL:**
- Mayor Eckert recommended Mary Karban for Board membership. Consequently, Ms. Karban took the oath of office and was sworn in by Board President, Carol Keeley.
 - Union Contract has been ratified and will be voted upon by members on January 19, 2016.
 - Mr. Spearman is in the process of filling several open part-time clerk positions.
 - Mr. Spearman presented Board members with an evaluation tool for their use in reviewing his own work performance.
- V. POLICY:** No changes were recommended to the *Inclement Weather*, *Open Meetings Act*, *Code of Conduct* and/or *Petitions* policies.
- VI. PROPERTY, EQUIPMENT AND BOOKS**
- Mr. Spearman said the Public fax machine has been installed but the network upgrade is currently not working properly. The vendor has been contacted. When fully operational new BookScan scanners will allow patrons the option to fax, scan and save documents to their Cloud drives. This new equipment is a "Lease to Own" agreement. A few IT problems remain but systems are currently working pretty well.
 - The new boiler is now working properly. It was originally thought some pipes would have to be replaced but contractors were able to re-use them.
 - The Credit Card agreement has been signed and sent to the City Treasurer, Dean Hardt. We are waiting now to hear from Mr. Hardt. It is hoped this can be put in place by the end of February 2016.
 - Safety training for staff members is ongoing.

- **FINANCE:** Motion was made Rhonda Ross by and seconded by Victoria Weygandt to pay the January 2016 claims. Regular claims were cited in the amount of \$14,058.94
- , prepaid claims \$24,512.85 and Petty Cash of \$533.62. Members were polled. Motion carried.
- A preliminary, first draft of the FY2016 budget has been prepared for discussion with City officials. Mr. Spearman will present the proposed budget to the Board at the February meeting.

VII. FUNDRAISING/PROMOTION/MARKETING:

- Mr. Spearman has not yet met with the library staff to discuss the creation of a “Friends of the Library Gold Card” program. As this program is developed, more information will be provided to the Board for consideration.

VIII. LIBRARY REPORTS: Andrea Rowe, Circulation Supervisor, presented a report to the Board, noting several projects, including a new one to send valentines to troops.

IX. OLD BUSINESS: No report.

X. NEW BUSINESS:

- Mr. Spearman said the initial interview for the BPL oral history project has been completed.
- Jesse White, Secretary of State and State Librarian, is not running for office in the new year. It is unknown what effect this will have on the operation of state libraries going forward.

I. CLOSED SESSION: At 7:05 p.m. a motion was made by Rhonda Ross and seconded by Mary Smith to go into closed session. Open meeting resumed at 7:17 p.m.

II. ADJOURN: Motion was made by Rhonda Ross and seconded by Victoria Weygandt to adjourn. Motion carried. The January meeting of the Library Board of Directors adjourned at 7:25 p.m. The next meeting of the Library Board of Directors will be held **Thursday**, February 11, 2016 at **6:30p.m.** at the Main library.

Submitted,
Gail Eisenhart
Administrative Assistant