

- 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  
Mary Karban  
Mary Smith  
Helen Thompson  
Philip Silsby  
Victoria Weygandt

**EXCUSED:**

Catherine Kreher  
Mary Stiehl  
Rhonda Ross

Leander Spearman and Gail Eisenhart were also present.

- II. PUBLIC COMMENTS:** None

- III.** Mary Smith moved to accept minutes of the January 2016 Board meeting as recorded. Motion was seconded by Victoria Weygandt. Minutes were approved.

**IV. PERSONNEL/LEGAL:**

- Mr. Spearman discussed plans for each library staff member to complete a confidential written evaluation of his accomplishments and said a form will be sent to each staff member with instructions for its use. When complete, answers will be compiled and returned to the Board President and used at the discretion of the Board of Directors.

- V. POLICY:** Several changes were suggested to the *Fines and Fees* policy by Mr. Spearman. Consequently, the policy was reviewed at the February 2016 meeting of the Board. After consideration by Board members, a motion was made by Philip Silsby to accept the changes as presented. Victoria Weygandt seconded the motion. Motion carried.

**VI. PROPERTY, EQUIPMENT AND BOOKS**

- Mr. Spearman met with Mr. Dean Hardt and reviewed the proposed Credit Card agreement. Mr. Hardt said the library should be able to begin accepting credit card payments within approximately three (3) months. Telephone and in-person transactions will be available to the public. No web-based transactions will be accepted. \$5.00 minimum transaction will be allowed and the library will be charged a usage fee for each.
- Wireless printing will be available at the library in March 2016.
- Zinio, an electronic magazine program, will soon be available to library patrons. Mr. Spearman said the library will be able to take advantage of a trial program for the remainder of the fiscal year. This will allow time for evaluation of the program. At the end of this period it will be decided whether or not to enter into a full contract for this service.
- A mobile app to digitally save patrons' library card information is under consideration.

## **VII. FINANCE**

- Motion was made by Victoria Weygandt and seconded by Helen Thompson to pay the February 2016 claims. Regular claims were cited in the amount of \$16,746.12, prepaid claims \$13,910.58 and Petty Cash of \$331.89. Members were polled. Motion carried.
- Mr. Spearman thoroughly reviewed the Library budget for FY2016-2017 with the Board, going over items line-by-line. He advised the Board that, according to Mayor Eckert and Finance Director Jamie Maitret, the proposed library financial plan is approximately \$50,000 over budget and that some items must be cut. Mr. Spearman went on to say this will be very difficult to do without cutting services to patrons, partially because salaries are set for the remainder of the Union contract period. Areas of “over-lapping” service and product are now being evaluated with library supervisors. The next budget meeting with the City is scheduled for March 1 to discuss possible changes. At this point, a lengthy discussion was held with members to discuss hardships and possible solutions.

## **VIII. FUNDRAISING/PROMOTION/MARKETING:**

- Mr. Spearman said the first video-recorded Belleville citizen oral history interview has been completed. This project is being undertaken with Lindenwood University-Belleville as a partner. Mr. Spearman played part of this interview for Board Members who responded with enthusiasm.

## **IX. LIBRARY REPORTS:** Enclosed with information packets.

## **X. OLD BUSINESS:** None

## **XI. NEW BUSINESS:**

- Mr. Spearman said the library has received favorable publicity from the Belleville News Democrat lately and showed a printed newspaper insert to the Board. The BND hopes to continue this project by partnering with local vendors to periodically publish additional information about library projects and services available to the public.
- Mr. Spearman said the library has “installed” a giant chess and checker board on the floor of the meeting room on the lower level of the library and he hopes to interest local youth and adults in using it. The idea has been received enthusiastically by Belleville East High School.

## **CLOSED SESSION:** None

- ## **XII. ADJOURN:** Motion was made by Helen Thompson and seconded by Mary Smith to adjourn. Motion carried. The February meeting of the Library Board of Directors adjourned at 7:50 p.m. The next meeting of the Library Board of Directors will be held **Thursday**, March 10, 2016 at **6:30p.m.** at the Main library.

Submitted,  
Gail Eisenhart  
Administrative Assistant