

**Board of Trustees Meeting
Dwight Foster Public Library
June 18, 2018**

Present: Pat Belt, Tom Fick, Bruce Johnson, Lisa Kotz, Kirsten Mortimer, Eric Robinson, Diana Shull, Kathy Topel, Matt Trebatoski **Absent:** Jeanne Waggoner

Guests:

Call to Order: The meeting was called to order at 930 AM by Pat Belt.

Approval of Minutes: The minutes of the May 21 meeting were approved. (Topel, Mortimer)

Public Input/ Communications: None

Director's Report of Financials and Services for May 2017:

May fines to City:	\$1,075.14
YTD fines to City:	\$3,994.88
May Revenue to City:	\$699.30
YTD Revenue to City:	\$3,374.68
YTD Total Deposits:	\$7,369.56

Director's Report Highlights:

- Minetta will be returning on July 2nd. Director has begun working to learn circulation processes and workflows.
- Eric and Tom met with Loren Gray to understand the trust and how much the Board could spend annually. The results of this meeting will be presented to the Finance Committee before the July meeting.
- PLSR—Library directors around the state want the report on the PLSR to be delayed and more time taken to write a report. Most libraries around the state are very happy with the current state of a mix of county- and city-level library systems.

Approval of Bills: The payments for all May bills were approved. (Fick, Johnson)

Library Board:

- Subcommittee appointments: (Pat is ex officio on all committees per bylaws, Eric is on all committees (except personnel) as well)
 - Building & Grounds—Diana, Lisa, Bruce
 - Finance—Tom, Lisa
 - Personnel—Kathy, Jeanne
 - Planning—Kirsten
 - Library Policy—Diana, Tom, Kathy
- Bylaw changes for Vice President's role: Vice President's role is very light right now. Revise article II of the bylaws to set up committee assignment expectations for the Vice President and the President. In the future, the specific assignment to the committees for the Vice President and President will happen at the May meeting. Delete language about nominating committee (we do not have one). Add in language about conflict of interest. Table discussion until July when Tom has suggested language to change the bylaws.
- New meeting hours: Motion to keep hours same as they are now. (Fick, Johnson)

Server Replacement: Questions clarified for Taylor quote: Licenses for servers are excluded from quote, but licenses are very inexpensive from Tech Soup. Timeline: 1 month after signing contract, they could start

work on the servers. Will work afterhours with hopefully little disruption to staff and patrons. Motion to accept the server replacement bid for \$8,836.20 from Taylor Computer using money from the library trust fund. (Kotz, Johnson)

LED Proposal: Proposal seems great. Board needs answers about how and when to pay for it.

Friends of the Library: Two-day book sale with speaker in July. Board members should consider joining the Friends of the Library.

Adjournment: The meeting was adjourned at 10:51 AM (Fick, Mortimer)

NEXT MEETING: July 16, 2018 at 9:30 AM