

**MORRIS AREA PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES MEETING
Monday, May 9, 2016 at 6:30 PM
Auditorium**

Call to Order and Roll Call for Board of Trustees Meeting

President Steve Larson called the meeting to order at 6:32. Trustees present were Larson, Carol Anderson, Joeine Dergo, Linda Jones, Michelle Pruim, & Doug Pryor. Absent was Jamie Lain. Also attending were Dave Latimer, computer tech employee of MAPL, Lorene Kennard, director and Jean Peterson, recording secretary.

Review of Agenda for Additions/Changes—Jones corrected the date of the June policy meeting to reflect the scheduled date of June 12, not June 10. Dave Latimer was moved up from New Business-Endowment and gave a presentation on the Simple Scan Book Scanner since the fax machine of 13 years went out of order and parts are no longer available.

Public Comment—none

Review and Approval of Minutes of the Meeting on April 11, 2016—Motion was made to approve the minutes from April 11, 2016 by Anderson and seconded by Pruim. Roll call vote was taken and all approved with Pryor abstaining.

Review and Approval of Bills & Payroll—Motion was made by Anderson to approve the bills and payroll with the removal of \$1,900 to World Archives and seconded by Larson. Roll call vote was taken and all approved.

Review and Approval of Treasurer's Report and Financial Reports—Pryor said revenue for April was light and that revenues were under budget. Expenditures were hit hard and April was pricy and over budget. He suggested having a 5% buffer for contingencies. Motion was made by Pruim to approve the Treasurer's and Financial Reports and was seconded by Jones. Roll call vote was taken and all approved.

Director's Report—Kennard said one person picked up a bid packet for the Chapin Street house and the ownership will be carried over to the next fiscal year.

Old Business—None

New Business

- Endowment—Dave Latimer—moved up to agenda for additions/changes
- Determine who will be signers on the safe deposit box at First Midwest Bank—Motion was made by Anderson to retain Steve Larson & Jo Dergo. Pruim & Pryor were also added to be signers. Kennard is the key master. Motion was seconded by Jones. Roll call vote was taken and all approved.
- Staffing considerations

- Move a position from full-time Technical Services Manager to part-time Technical Services Manager. Kennard is to check the cost of outsourcing.
- Move a position from part-time Circulation Clerk to joint Circulation Clerk/Children's Assistant—Motion was made by Pryor and seconded by Anderson to allow part-time circ clerk to joint full time circulation clerk/children's assistant to begin June 1, 2016. Roll call vote was taken and all approved.

Committee Reports

a. Personnel

- Director evaluation—The director evaluation tool is included electronically in the board packet. Hard copies are available at the meeting. Also in the board packet is the director's progress toward goals from FY 2015 evaluation—Anderson requested each Board member submit a completed evaluation to her by the next board meeting in June to be presented at the July meeting in executive session.

b. Policy—Future committee meetings: May 15 and June 12 at 1 PM—nothing submitted.

c. Finance

- Approval of FY17 budget—Budget is to be placed on file for June. Motion was made by Pryor to place budget (FY17) as amended on file and was seconded by Anderson. Roll call vote was taken and all approved.
- Discussed plan for contingency in FY 17 budget.
- Discussed adding Building and Maintenance to our levy at .02% rate for next year.
- Amended FY 16 Budget

Adjournment—Motion was made by Pryor to adjourn the meeting at 8:45 PM and was seconded by Anderson. Roll call vote was taken and all approved.

Submitted by

Michelle Pruim
Secretary

Jean Peterson
Recording Secretary