MINUTES
NEILL PUBLIC LIBRARY
BOARD OF TRUSTEES

Special Meeting
September 14, 2011
Young Conference Room
2:00 pm

Attendees: William Brock, Elizabeth Hindman, Jon Anderson, Robert Rembert, Chris Lupke, Joanna Bailey, Dana Ellis

1. William requested a correction to be made to the minutes from the August 17, 2011 regular meeting, as his term expires in December 2011, not in 2016. Beth moved and Jon seconded approving the minutes. All voted and the minutes were accepted as corrected.

2. Jon moved and Beth seconded approving July, August and September claims fund vouchers to date. All voted and the vouchers were accepted as presented.

3. Rob moved and Jon seconded approving September salary warrants. All voted and the warrants were accepted as presented.

4. Announcements and Reports
   a. Manager's report accepted as presented.
   b. Financial reports accepted as presented.
   c. Friends of Neill Public Library
      i) The Friends are making plans for the National Friends Week, October 17 – 23.
      ii) Lentil Festival was a very successful event for the Friends and the library. They managed to sell three carts full of books.
      iii) The Friends also conducted book sale at the farmer's market in Pullman. They sold a few books and signed up new members. The Friends plan to repeat the book sale in the coming months.
      iv) Chris reflected on the optimistic development within the FNPL. The new board members brought on a lot of positive changes within the last 12 months: a new website is up and running, membership sign-ups have increased, and revenues from book sales have grown also.

5. Regular Business
   a. 2012 Budget
      The Board reviewed and discussed all preliminary budget documents. City departments were asked to submit budget requests less than the current year's funding. To meet this objective, expenditure increases to the library's salaries, benefits, building rental and information services were absorbed by reducing funding by $37,717 in other areas of the library's budget. This resulted in a net decrease of $2,938 over the current year's budget. The 2012 preliminary budget work is due on September 19, 2011.

b. Library Administration
Discussion continued on the possibility of making Joanna's temporary position permanent. Letters of support and precedent among WA public libraries to make non-MLS directorship appointments was discussed with City administration. The City elected not to follow this precedent. The library board will explore other options including possibly amending the RCW through pursuit of legislative action.

William was approached by the city regarding Joanna's compensation. The city questioned the advancement of Joanna to step 3 in her current salary schedule and further requested that the board consider freezing Joanna's salary as an incentive for her to pursue her MLS. After discussion, the board will advance Joanna's compensation to step 3 and will not, at this time, make any commitments to freezing Joanna's salary.

6. New Business
   a. Jon enquired if there is a plan in place to improve the outdoor patio outside the North entrance. Joanna noted that due to time and money constraints this project is currently put on hold.

7. Adjourn Special Meeting
   a. Being no further business, Beth moved and Rob seconded adjourning the special meeting. All voted and the meeting adjourned at 4:53 p.m.

Next Meeting Date: October 19, 2011 at 3 p.m.

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Chair Attest