

**MINUTES
NEILL PUBLIC LIBRARY
BOARD OF TRUSTEES**

Special Meeting

September 5, 2012

Young Conference Room

3:00 p.m.

Attendees: William Brock, Jon Anderson, Judy Busch, Robert Rembert, Elizabeth Hindman, Joanna Bailey, Randi Adams, Sarah Morrison

1. Regular Business
 - a. 2012 Budget

Discussion of reducing open hours by 4 hours a week, with Sunday as one option, involved review and presentation of library statistics. In addition to looking at usage statistics, Joanna proposed the library conduct a public survey to aid in the determination of how best to reallocate the remaining 41 hours. Changes to hours could be implemented mid-October. There was a question of when reduced hours would be brought back. Joanna explained that this would depend on when staffing issues were resolved, and to what extent.

There was discussion of what level of services could be sustained through all of 2013. There was discussion about the possibility of not staffing service desks, since so many people are necessary to staff them. Joanna explained that reducing or eliminating staffing at the service desks would not eliminate the public demand for those services, would create greater inefficiencies to library operations, and engender poor community relations. There was discussion regarding what other services, if any, could be eliminated instead of hours. Joanna shared that as a result of years of sustained budget challenges, the services currently being offered by the library already represent a significant erosion to the services a public library should be providing to its community. Joanna asked the library board to consider what kind of a library they want Neill Public Library to be. More services could be reduced, but done so at the risk of letting the library become irrelevant to its patrons. There was discussion regarding the feasibility of automating checkout and check-in procedures to be patron driven and completely self-sufficient. Some libraries are moving in this direction, but a significant outlay of capital is required to start the process, and there is no guarantee that this would create the operational efficiencies hoped for.

The focus and delivery of the survey were discussed. The survey will be offered to the public online (via surveymonkey), in print inside the library, and through the utilities mailing (if possible). There was general discussion of the survey's purpose and initial assumptions. The Board generally supports the concept of reducing operations to 41 hours, but feels it is premature to identify Sunday as the day of closure. After the survey has been run and data interpreted, information will be presented to the Board at the October 17th meeting, or at a special meeting, to be decided at the next meeting.

There was discussion of non-resident fee scales. It is a project Management Team will be working on in the future. Estimates of revenue from such fees are included in the preliminary 2013 budget.

b. 2013 Budget

2012 Year End Budget Estimate, 2013 Budget Request, 2012 Revenue Estimate, and Time Slip Wage Scale were distributed. The 2013 Budget request is due to the City by September 17th.

As there was not adequate time for discussion, a special meeting will be held on 9/12 to discuss the 2013 budget.

2. Adjournment of Special Meeting

- a. Being no further business, Judy moved and Beth seconded adjourning the special meeting. All voted and the meeting adjourned at 4:04 p.m.

Chair

Attest