

MINUTES
NEILL PUBLIC LIBRARY
BOARD OF TRUSTEES

Special Meeting

October 10, 2012

Young Conference Room

3:00 p.m.

Attendees: William Brock, Jon Anderson, Judy Busch, Robert Rembert, Elizabeth Hindman, Joanna Bailey, Lori Bonner, Rezina Emmons, Sarah Morrison, Randi Adams, Kathleen Ahern, a member of the public and Daily News reporter Holly Bowen

1. Jon moved and Beth seconded approving minutes from the September 12, 2012 Special Meeting. All voted and the minutes were accepted as presented.
2. Judy moved and Beth seconded approving August, September and October claims fund vouchers to date. All voted and the vouchers were accepted as presented.
3. Rob moved and Beth seconded approving October salary warrants. All voted and the warrants were accepted as presented.
4. Announcements and Reports
 - a. Director's report was accepted as presented.
 - Joanna noted the decrease in both circulation and library visits during the month of September was in part, due to storytimes and baby programs being on hiatus.
 - A question from the public regarding e-reader fines and fees was addressed. Joanna explained the loan period for each device is 10 days. Should a device be returned after its due date, a \$5/day overdue fee will be assessed. Should the device not be returned within a week from its due date, the item will go to a "lost status" with accompanying fees of \$200 plus overdue fines. The shorter loan period is to facilitate the devices being checked out by as many patrons as possible. Joanna noted that these parameters and a condition check will be reviewed with each patron prior to checkout and immediately upon check in. The patron will sign an agreement acknowledging s/he is aware of these parameters and the condition check. Joanna indicated children may check out e-readers as long as their parent/guardian is present to sign the agreement.
 - b. Financial report was accepted as presented.
 - c. Friends of Neill Public Library – no report given
5. Regular Business
 - a) Budget
 - Joanna presented two budget proposals ("A" and "B"). Each proposal reflects the need for the hiring of positions (3 reference timeslip and 1 Youth Service Assistant,

permanent, part-time) due to sustained staff vacancies the past two years. Both proposals reflect a phased-in approach to hiring and the closure of four weekly library hours.

Joanna presented a proposal of changes in library open hours starting November 4, 2012. The proposal was based on the budget and accompanying staffing levels, the results of the library's survey regarding open hours, additional feedback from the public at the library and traditional library measurements of usage. New library hours were presented as follows:

Mondays	1-7
Tuesdays	10-7
Wednesdays	9-6
Thursdays	9-6
Fridays	1-5
Saturdays	1-5
Sundays	Closed

Chairman Brock acknowledged the good job done in addressing the diverse needs and voices of library patrons within the confines of our budget and staffing realities. Patrons expressed needs for more early morning and later evening hours and to preserve Saturdays if a weekend day needed to be cut. These new hours also address patrons' usage patterns of the library and their preference to use the library most from 1-6 pm on weekdays.

A motion was made to adopt the Proposal "A" which includes the phased in hiring of the four staffing positions (from January through March), the net loss of 4 open hours per week (closure on Sundays) and the re-distribution of the remaining open hours, effective November 4, 2012. Judy moved and Rob seconded the approval of said motion. All members voted, the motion passed, with Jon Anderson dissenting.

b) Strategic Planning

Joanna provided an update that despite not being able to adhere to the originally planned timeline, some planning activities have been able to take place with staff. These include the identification of the library's values, a review of the library's mission and vision statements and possible library tag lines for marketing. Preliminary work has begun on how to incorporate the new service role (Satisfy Curiosity: Lifelong Learning) into the library's current service roles. Joanna will provide an update on the planning process, including timeline revisions at a future board meeting.

6. Adjournment of Special Meeting

- a. Being no further business, Rob moved and Judy seconded adjourning the special meeting. All voted and the meeting adjourned at 4:13 p.m.

Chair

Attest