

**MINUTES
NEILL PUBLIC LIBRARY
BOARD OF TRUSTEES**

Special Meeting

November 14, 2012

Young Conference Room

3:00 p.m.

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

1. Judy moved and Rob seconded approving minutes from the October 10, 2012 Special Meeting. All voted and the minutes were accepted as presented.
2. Rob moved and Judy seconded approving September and October claims fund vouchers to date. All voted and the vouchers were accepted as presented.
3. Beth moved and Rob seconded approving November salary warrants. All voted and the warrants were accepted as presented.
4. Announcements and Reports
 - a. Director's report was accepted as presented.

Notes:
Joanna shared an email sent today from Mayor Johnson regarding the filling of the City Supervisor position. The mayor will recommend to council the appointment of Mark Workman as City Supervisor and Deputy Public Works Director Kevin Gardes as Director of Public Works. Confirmation of both appointments will be scheduled at the Dec. 4 meeting of City Council.

Kathleen shared reports for 2012 Summer Reading Program (SRP) and Comparative SRP statistics.
 - b. Financial report was accepted as presented.
 - c. Friends of Neill Public Library – no representation
5. Regular Business
 - a) Budget: 2012 expenditures are being monitored closely. The library will be turning back the identified savings to the City as previously indicated.

The only changes at this time to the library's 2013 budget are in the area of estimated revenues. The proposed budget included an estimate of \$86,910 in revenues. The City has reduced this figure to \$61,913 in estimated revenues. \$8,000 of the difference is for donations being routed to the Friends and thus, zero donations are estimated. Joanna is awaiting additional information from the Finance Department regarding the approximate \$17,000 difference in the City's revenue estimation.

b) Policy Update – Internet Use

Jon moved and Judy seconded the approval of the following changes to the Internet Use Policy:

- p. 1 “Internet Code of Conduct, Privileges and Responsibilities” (insert the word “for” so the sentence reads: Parents/guardians are ultimately responsible for their children’s access on internet stations.
- p. 2, paragraph one. Strike the word “ethical” as well as additional the verbiage starting with the words “First violation”. The revised paragraph will read as follows: Internet stations are to be used in a legal manner. Violations may result in the loss of library privileges and/or criminal prosecution or other legal actions. If a patron is a minor his/her parents/guardians will be notified.
- Under heading “Reserving and Using Internet Stations” remove the eighth bulleted item (regarding express stations).
- At the bottom of the page, change the verbiage to read: Adopted by Neill Public Library Board of Trustee on 11/14/2012 Revised on 8/20/2008 and 11/14/2012

c) Board Vacancy

The vacancy will occur due to the upcoming departure of Board Member Rob Rembert. His last meeting to attend as a trustee will be December 12, 2012 meeting. Joanna reviewed the board application packet used with previous vacancies. Suggested edits to this document included: (1) Removing Chairman William Brock’s contact information and instead, include the library’s contact information (and phone number of 509-334-3595). (2) Specify the closing date as Monday, December 3, 2012.

A subcommittee of William Brock and Judy Busch was formed to process the applications. They will provide an update to the board at the December 12 meeting.

6. Adjournment of Special Meeting

Being no further business, Jon moved and Judy seconded adjourning the special meeting. All voted and the meeting adjourned at 4:25 p.m.

Chair

Attest