

The Gregory Public Library Board of Trustees January 9, 2019 meeting was called to order by President Kathy Kayl at 5:28pm with all members present. Kristen Jacobsen moved, Seymour Studenberg seconded to approve the November 2018 meeting minutes. Motion carried. Diane Althoff presented the financial/statistical reports for November and December 2018 as well as an update of the end-of-year budget expenditures for the city portion of the budget. Money left in the checkbook from donations and fundraisers were transferred to savings for the summer reading program in the amount of \$1411.79 and to savings for January 2019 expenses in the amount of \$757.70 leaving a zero balance in the checkbook on December 31, 2018. The reports were accepted as presented.

Thank you correspondence from the family of Barb Hespe was shared.

Joan Bloom moved, Halee Hoffman seconded to reelect the same officers in their positions for another term. Motion carried which resulted in Kathy Kayl as President, Kristen Jacobsen as Vice-President, and Pat Mattson as Treasurer.

UNFINISHED BUSINESS:

The staff evaluations were completed and filed with the city by mid-December 2018. Kathy Kayl completed Diane Althoff's evaluation.

The rolling marquee issue for the strategic plan goal will be resolved with the purchase of an OPAC Snapshot license for the OPAC from Book systems (Atrium) using funds from the county and fundraisers. If this proves beneficial, future licensing will be considered at budget planning time.

The teen area revision has begun with placement this month of the new bookcase constructed by Dave O'Neill. The revision is ongoing.

Diane reported that desktop computer #2 will be fixed shortly with help from the Drive Vaccine support staff. The Drive Vaccine software company has been bought out by Horizon Data Systems but they are honoring and supporting the licenses purchased. Equipment surpluses by the city council include Laptop #3, an electric typewriter, the staff color printer which has been replaced, and odds and ends from the shed all valued at \$0.

NEW BUSINESS:

All policies were reviewed. It was moved by Kristen, seconded by Halee that the following changes be made:

p. 13 add: BOW patrons may have extended check out periods of print materials

p. 16 remove phrase about color printing and add: Color printing may be done with prior staff permission at \$1.00/page.

p. 53 revise: change dates of term expirations of trustees

Motion carried.

Kristen moved, Joan seconded that the coverage dates of the Advocacy Plan (Appendix F) be changed wherever necessary from 2017-2019 to 2017-2020. Motion carried. Updated versions for 2019 of the Inventory (Appendix D) and the Map of Main Room Collection Areas (Appendix B) were distributed.

A new Technology Plan was reviewed for 2020-2022. Joan moved to accept, seconded by Kristen. Motion carried. There were no changes made to Appendix A, C, G or H although they were reviewed. The Trustee By-Laws were reviewed with no changes being made at this time. All new inserts with changes made or new and updated plans will be available by the February meeting.

Diane handed out a copy of the Strategic Plan goals to be tackled in 2019.

Diane reported that she will be retiring August 1, 2019. Trustees will place ads in the SD Library listserves and locally in hopes of getting a replacement found by May 1st or sooner. Diane will get together a more concise job description for the February meeting.

Themes for an adult event in January were discussed and the general consensus was "Facts or Fake News?" for January 22 at 2:30pm or 6:30pm.

Daria Bossman has strongly encouraged the use of "Trustee Trouble" to facilitate Trustee board members. We will begin viewing one of these 10 minute or less videos in February at the end of the business portion of the meeting and continue with one video per meeting until they are completed.

Diane handed out the events calendar and noted that January was "Movie Month" where patrons who checked out movies are given a free bag of microwave popcorn.

The next meeting will be Wednesday, February 6, 2019 at 5:30pm

Kristen moved, Pat seconded to adjourn at 6:15pm. Meeting adjourned.

Respectfully submitted,

Diane Althoff,

Secretary