



Charleston Library Board Minutes
Monday, February 1st, 2016 – 6:30 pm

1. Call to Order

2. Physically Present for Roll call

Banks [ ] Cunningham [ ] Droste [x] Higgins [ ] Monahan [x] Newell [x] Renaud [x] Ricci [ ] Wiseman [x]
Director Hamilton was also present.

3. Welcome Bob Newell to the Board!

4. No Public Comment

5. Board President’s Comments – President Droste shared that it was a good month.

6. Omnibus Agenda

- A. Approval of the January 4th, 2016 Board Meeting Minutes
B. Approval of the January 4th, 2016 Executive Board Meeting Minutes
C. Acceptance of the Director’s Monthly Report
D. Acceptance of the Director’s Weekly Reports
E. Acceptance of the Grant & Donation Report
F. Acceptance of the Program Report
G. Acceptance of the Statistics Report
H. Acceptance of the IT Report
I. Acceptance of Financial Reports- Heather
J. Approval of the bills payable

Hamilton shared that the staff training day went really well and staff really enjoyed it. She also shared that the bilingual grant materials have arrived and they are looking really good. Finally, this Saturday, Hamilton will be conducting an orientation for our genealogy volunteers.

Motion to approve: Newell Seconded: Wiseman

Banks [ ] Cunningham [ ] Droste [x] Higgins [ ] Monahan [x] Newell [x] Renaud [x] Ricci [ ] Wiseman [x]

7. Action Items

A. Action Item 2016-2: Review & Accept Draft Budget

Hamilton shared that she discussed the draft budget with the finance committee prior to our meeting. The committee discussion included whether there was enough money for materials, an explanation of changes in the programming budget and a comparison of the last three years. Hamilton expressed a bit of concern with the property tax revenue staying level next year but she has worked to create a realistic, balanced budget.

Motion to approve: Monahan Seconded: Renaud

Banks [ ] Cunningham [ ] Droste [x] Higgins [ ] Monahan [x] Newell [x] Renaud [x] Ricci [ ] Wiseman [x]

B. Action Item 2016-3: Approve loan renewal

Hamilton was instructed to call Rance Higgins at First Mid to verify details but the board approved the loan renewal.

Motion to approve: Monahan Seconded: Wiseman

Banks [ ] Cunningham [ ] Droste [x] Higgins [ ] Monahan [x] Newell [x] Renaud [x] Ricci [ ] Wiseman [x]

Full Board Packet available upon request at the service desk.

*Ricci entered the meeting.*

C. Action Item 2016-4: Elect Vice President for the Library Board – *Tabled until April.*

8. Discussion Items

A. Internet Service *Director Hamilton shared a proposal from Consolidated for improved internet speeds and a new phone system. The board expressed that they like the local connection and unanimously gave Hamilton approval to sign a contract with Consolidated for any rate less than \$875 per month.*

B. Library Fundraiser *We have officially moved the fundraiser to August 19, 2016. We will leave the fundraiser on the agenda each meeting and Hamilton will put together a timeline of tasks.*

C. Personnel Committee – Director's Appraisal *Banks suggests that Droste, Banks & Hamilton work together to modify an example form from another library for this year's appraisal. She also recommended that just the board complete an evaluation this year (skipping an evaluation from the staff for the director).*

D. Next Board Meeting Monday, March 7th, 2016 at 6:30pm

E. Other? *None*

9. Adjournment

Full Board Packet available upon request at the service desk.