

Louis Latzer Memorial Public Library Board of Trustees Meeting

The regular monthly meeting of the Louis Latzer Memorial Public Library Board of Trustees was called to order by President Ronald Coleman on September 26, 2011, at 5:05 p.m.

Members Present: Arnold Bodinet, Catherine Boulanger, Ronald Coleman, Nancy Genteman, Robert Hellige, LeeAnn Landmann, Sharon Rinderer, Joan Schuetz, and Joyce Zerban

Associate Members Present: Louis Latzer, William Piper

Librarian Present: Angela Kim

Robert Hellige moved that the minutes of the August 23 meeting be accepted as emailed. The motion was seconded by Arnold Bodinet. Motion carried.

Treasurer Robert Hellige reviewed the emailed Treasurer's report. No CDs were shown coming due. Sharon Rinderer moved to accept the August Treasurer's Report, and Joyce Zerban seconded the motion. Motion Carried. Robert Hellige moved to approve the payment of bills presented; the motion was seconded by Sharon Rinderer. On roll call vote all voted yes; none voted no. There were no abstentions.

The Librarian's Report was presented by Angela Kim. The Book Committee's Report was also presented.

Old Business:

Guest Bill Burke of Oates and Associates gave a report on the proposed design of the parking lot and landscaping of library. This proposal will be presented to the City Council at their October 3 meeting. He noted several features of the design: relocation of handicapped parking, removal of non-compliant parking currently at the rear of the building, replacement of U-shaped sidewalk, construction of a gazebo and small amphitheater to the east of the library (for educational purposes as well as public use), placement of a new bike rack, and new and improved lighting in the parking lot. Bill raised questions about property lines and therefore liability. Burke will investigate. The proposed design bid specs allow for 2 different phases of completion depending on the cost of bid results. Angela reminded everyone that moneys have been set aside in tort/safety for replacement of the rear entrance. The remainder is expected to run about \$16000. Sharon moved and Joyce seconded that Angela have the ability to take the lowest bid on the project phases we have funding for. Motion carried.

E-Book capability is expected to be fully operational in October. Sharon suggested that Angela put an article in the News Leader announcing the arrival of e-Books. Angela reported a brief power outage at the library. Fortunately the problem was resolved. Angela had no new report on new library signage.

Angela met with representatives from Legacy Place and Highland Home regarding the interest of those elderly residents in having improved library access. Library Trustees each received by mail a second modified proposal that a current employee deliver library materials to a nursing home facility as a pilot program. The proposal was discussed with concerns for the accounting of materials as well as liability for the employee who is traveling to the home. Cathy Boulanger moved and Arnie Bodinet seconded that we table the LIBBY proposal. Motion carried.

New Business:

Because of the Freedom of Information Act, all library trustees must take an on-line class. Angela will send out the internet link.

The Per Capita Grant this year will include requests for laptops and shelving.

Angela presented background information on the number and average fees of Non-Residents for the past 10 years. She proposed a flat rate fee, somewhat on the low side of average, rather than one based solely on property assessment. Cathy moved that we establish a flat fee rate of \$72. Nancy seconded and the motion was carried.

Angela requested that she be approved to serve as a notary public for the library, as this is sometimes needed by the public. Arnie Bodinet moved that the library pay for Angela's certification as notary. Joyce Zerban seconded. Motion carried.

Angela suggested that a customer service workshop would be helpful for staff. It would be possible to close the library early, for example, at 4:00, and the training could be offered to staff at that time. Angela recommended Jan Mirikitani to give the workshop. Staff would be paid and attendance would be mandatory. Cathy Boulanger moved and Arnie Bodinet seconded that the workshop be arranged as proposed. Motion carried.

Angela recommended that Laura Hammel be promoted with a \$1.00 per hour raise and appropriate new responsibilities. Joyce Zerban moved and Nancy Genteman seconded that she be given the proposed raise and new responsibilities. Motion Carried.

Angela apprised the board of Christmas Dinner ideas.

Arnie Bodinet moved to adjourn. Ron Coleman seconded. Motion carried.

Next meeting of the Library Board of Trustees will be Tuesday, October 25, 2011 at 5:00 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Catherine Boulanger". The signature is written in black ink and is positioned below the typed name "Catherine Boulanger".