

Centralia Public Library

Meeting Minutes

November 9, 2017

TRUSTEES PRESENT: Jim Hollis, Linda Luke, Julie Reichert, Marilyn Dick, Laurie Grimes, Gerri Dollens, Jerry Hamilton, Rhonda Brandow.

TRUSTEES ABSENT: Angie Taylor

OTHERS IN ATTENDANCE: Director Jack Meyer; staff librarians Caitlin Jeffries, Amy Hopkins, and Leah Smoot.

Vice-President Luke called the meeting to order at 6:15pm.

PUBLIC COMMENTS: none

CITY INFORMATION REPORT: none

MINUTES: The minutes of the October 12, 2017 meeting were reviewed. Motion by Trustee Grimes to accept the minutes as presented; second by Trustee Reichert. All in favor, motion approved.

TREASURER'S REPORT: The Board reviewed the current budget and financial reports. Motion by Trustee Dick to accept the treasurer's report as presented; second by Trustee Hamilton. All in favor, motion approved.

Director Meyer advised that the funds allocated to teen programs have been depleted, and the adult programs balance is running low. The funds appropriated to the community garden project remain at \$1200 and this line will no longer be needed. Motion by Trustee Hamilton to transfer the community garden balance to programming lines; second by Trustee Grimes. All in favor, motion carried.

NEW BUSINESS: Newly appointed Trustee Gerri Dollens was introduced by Director Meyer and was welcomed by the board. Dollens will serve a three year term.

OLD BUSINESS: Director Meyer recently met with Civil Engineer Thomas Wooten regarding an expansion of the library's parking lot. Two options were presented: a full expansion adding 28 parking stalls with an exit onto Early Street, at an estimated cost of \$60,000; or, a partial (2/3) expansion adding 20 parking stalls, at an approximate cost of \$45,000. Discussion was held.

The board authorized Director Meyer to continue to meet with the Park Department, with preliminary approval for partial expansion of the parking lot.

DIRECTOR'S REPORT: Director Meyer reported that window blinds at the library are in poor condition and in need of an upgrade. Broken slats could be replaced for approximately \$324, or new fabric roller shades could be purchased for \$934 from Timber Co. Motion by Trustee Grimes to purchase new shades for \$934; second by Trustee Brandow. All in favor, motion approved.

Director Meyer prepared a chart showing the library's revenue from fines and fees averaged almost \$2500 annually the past two years. Overdue fines are currently set at \$.10 per day with a maximum fine of \$5. Several board members expressed concern that the fine system is outdated and may unnecessarily hinder patrons, and suggested the policy be revised or eliminated. The topic was tabled until the December meeting. Director Meyer will research policies of other local libraries for comparison.

PRESIDENT'S REPORT: No new items.

Motion by Trustee Grimes to adjourn the open meeting in order to move to closed session as posted; second by Trustee Hamilton. Roll call vote was taken; all in favor, motion approved. Open session was adjourned at 7:15pm. Director Meyer and staff members Jeffries, Hopkins, and Smoot left the meeting at 7:15pm.

CLOSED SESSION: Motion by Trustee Hollis to enter into closed session at 7:16pm; second by Trustee Grimes. Roll call vote was taken; all in favor, motion carried. Closed session commenced at 7:17pm. Discussion was held regarding a proposal to offer health insurance coverage to library employees. Employee wages and benefits were also discussed. No formal action or vote was taken.

Motion by Trustee Hamilton to adjourn closed session; second by Trustee Grimes. Roll call vote was taken; all in favor, motion approved. Meeting was adjourned at 8:00pm.

The next regularly scheduled meeting will be held on December 14, 2017 at 6:15pm at the Centralia Public Library.

Marilyn Dick, Board Secretary