

Albany Joint Library Board Albany Joint Library Board Minutes
Tuesday, June 5, 2018

The Albany Library Joint Library Board met at the Albertson Memorial Library. President Robb Spangler called the meeting to order at 6:30 p.m. Present were Robb Spangler, Julie Cousin, Angela Janes, Roald Henderson, and Melissa Everson. Sue Dunphy arrived at 6:34 p.m. Also present was Kara Blue, Library Director. Eileen Althaus was absent.

Proof of posting was verified.

Minutes were reviewed approved as read.

Treasurer's report was given. \$22,214.92 in checking; \$12,574 in CD with a maturity date of 9/7/2019; \$25,000 in maintenance fund. Current overall fund balance \$107,728. Motion by Julie to approve; seconded by Angie. Carried.

Old Business:

- a. Electrical Work
 - Second quote requested for outlets and power to additional parts of the building
- b. Disc repair machine
 - Dianne researched Kara's proposed machine, but determined not to be adequate
 - Refurbished machine available for about \$1000
 - Other libraries toss defective discs and replace popular titles as needed
 - Kara will talk to staff and look into possible fines for patron misuse
- c. Internet upgrade / Wi-fi Security
 - New email for Kara working well; Kara will start preparing staff for their changes
 - Upgrade working well
 - Wi-Fi password securely protected? More discussion will follow at the next strategic planning meeting
- d. Building improvements
 - Window shades up and effective
 - Handicapped accessible door – no news
- e. Personnel hiring
 - Page needed to replace Emma; applications accepted; hours will probably need to change

New Business

- a. Director evaluation
 - Must be done annually according to policy, but hasn't been done for several years
 - Sue will research and refer to Robb; tabled
 - Aim to have other staff members' evaluations done by Kara by fall, as well

b. Silent Auction

- Kara will contact Jolene Adcock to see if she is willing and available to help
- Possible changes include reducing the number of items, requiring minimum bid increments, and more promotion
- Initial donation letter needs to be done
- Kara will provide list of last year's donors

c. June 21st Strategic Planning meeting

Librarian's report for April was presented by Kara and reviewed.

Bills were approved. Motion made by Roald; seconded by Julie; carried

The next meeting date – July 12, 2018 at 6:30 p.m.

Motion to adjourn at 7:42 p.m. by Roald; seconded by Robb. Adjourned.

Respectfully submitted by:
Melissa Everson, Secretary
Albany Joint Library Board