

Albany Joint Library Board Albany Joint Library Board Minutes
Tuesday, July 12, 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, Eileen Althaus, Angela Janes, and Melissa Everson. Also present was Kara Blue, Library Director. Roald Henderson and Sue Dunphy were absent.

Proof of posting was verified.

Minutes were reviewed approved as read.

Treasurer's report was given. \$19,864.89 in checking; \$12,574 in CD with a maturity date of 9/7/2019; \$25,000 in maintenance fund. Current overall fund balance \$98,345. Motion by Eileen to approve; seconded by Julie. Carried.

Old Business:

- a. Electrical Work
 - Second quote not received despite phone call
 - Kara will contact Kirby Kauk for another bid
- b. Disc repair machine
 - Old one will not be replaced at this time
 - Damaged titles may or may not be replaced depending on popularity
- c. Internet upgrade / Wi-fi Security
 - Router still needs to be restarted often weekly; Kara will contact Computer Know-How for possible need for replacement
 - Wi-fi security itself will be discussed again at a later date; possibly open 24/7
- d. Silent Auction
 - Kara will contact Jolene Adcock for help
 - Limiting number of baskets to 50
 - Minimum bid and minimum bid increments to be discussed later
 - Thank you notes will be only sent to donors
 - Monetary goal set at \$3000 with working kept the same for what money will be used for
- e. Director Evaluation
 - Sue forwarded evaluation information to Robb who distributed to board members for review; one copy will be given for Kara as self-evaluation and others to board members to complete and return to Kara

New Business

- a. Job Description Update
 - Updates can be viewed on pages 5-11 of the July 2018 board packet; additions are highlighted, subtractions are lined out; changes approved as follows ...
 - Library Page – motioned by Robb, seconded by Julie

- Cleaning Person – motioned by Robb, seconded by Angie
 - Library Aide – motioned by Robb, seconded by Eileen
- Job description for the library director position will be revised soon
- b. 2017 Audited Budget Outcome
 - \$1048 under budget; Eileen explained
- c. Snack With Santa
 - Event will be moved from the Lions Club building to the library
 - Event time will remain the same (10:00 a.m. – 1:00 p.m.)
 - Melissa will check with the PTO at school for possibility of holiday crafts
 - Only cookies and hot cocoa will be served

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

Bills were approved. Motion made by Angie; seconded by Melissa; carried

The next meeting dates – August 7, 2018 at 6:30 p.m.

September 5, 2018 at 6:30 p.m.

Motion to adjourn at 7:37 p.m. by Eileen; seconded by Julie. Adjourned.

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