

## Butler Library Board Meeting

October 9, 2018

Time meeting was called to order – 6:00 pm

Members present – Jenni Thorpe (President), Jodi Kessel Szpizar (Director), John Schauker, Paul Kasdorf, Tom Sardina, and Charlene Benjamin (by phone).

Members absent – Roger Benjamin-unexcused; Andrea Van Gompel -excused

Persons desiring to be heard: None

Minutes read –Tom made a motion to approve, seconded by John. Motion Passed by all.

Communications – none

Finance report – Reviewed Non-lapsing account, The operational finances are in good shape. With operational and staff updates, there should be a surplus in our 2018 budget. John made a motion to accept the September 2018 expenses of \$7037.79, this was seconded by Charlene. Motion passed, no objections.

Director’s report – Staff updates, weeding process and Jodi had excellent director boot camp training that has given her new insights.

Old business –

a. Building updates- Gutters will be cleaned by the window contractor; we will need to review landscaping contract for 2019-will seek a few local estimates for 2019. The current contractor has not responded to Jodi about the services provided.

b. Book drop – The old drop is worn out and in desperate need of replacement. New book drop approved, motion made by Paul, 2<sup>nd</sup> by John for an initial estimated cost of \$1329. This should include shipping and delivery, and there might be a small additional expense. Upon receiving, DPW will inspect and determine if this is something they can install. Jodi states we can save money and use the current cart. Drop will be installed on either west or north wall in old chamber office. Jodi will review with the Friends of the Library regarding the purchase and if they would be willing to buy, otherwise non lapsing will be used.

New business

- a. Book Mobile- item tabled
- b. Open position: motion by Paul, 2<sup>nd</sup> by Tom to start at \$9.00/hour. This is already in the 2019 budget, so no changes are needed

- c. Anti Virus for computers- Jodi will review further with Taylor Computers and if Deep Freeze is already taking care of this. The cost to put anti virus on the computers would be about \$400 a year and maintained by Taylor. This will be on a future agenda.
- d. Vision and planning- This was recommended by the County that our library Board should on a regular basis review the short and long term plan for the library- what are the needs of the patron; timeframes; goals; facilities, inventory; mission and goals. Paul will review with Kayla about the insurance on the building and the books.

Next meeting – \*\*\*Tuesday, November 13, 2018 @ 6:00pm \*\*\*

Motion to adjourn at 6:44 pm by Paul, seconded by John, all approved.

Submitted by: Paul Kasdorf