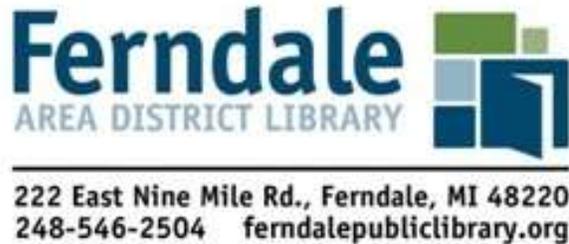


DIRECTOR
Jessica Keyser
BOARD OF TRUSTEES
Judeen Bartos
Frank Castronova
Patrick Dengate
Adrienne Gilmore
Monique Herzig
Adam Steinman
Kevin Yezbick



*Strengthening the community by
providing access to materials
and services that inform, enrich,
entertain and empower.*

Minutes of Board Meeting

July 16, 2015

1. Call to order: Meeting called to order by Judeen Bartos at 7:00 pm.
2. Roll call: Judeen Bartos, Frank Castronova, Patrick Dengate, Monique Herzig, Adam Steinman, Kevin Yezbick. Director Jessica Keyser and Recording Secretary Kerrie Patterson also present. Adrienne Gilmore absent with notice.
3. Approval of agenda:
Motion: Approve the agenda. (Yezbick/second Herzig); passed unanimously.
4. Minutes: Approve June 18, 2015 regular meeting proposed minutes:
Motion: Approve June 18, 2015 regular meeting proposed minutes as presented. (Dengate/second Yezbick); passed unanimously.
5. Minutes: Approve June 29, 2015 special meeting proposed minutes:
Motion: Approve June 29, 2015 special meeting proposed minutes as presented. (Herzig/second Dengate); passed unanimously.
6. Public comments: None.
7. Director's report: (See att.) Discussion of library outreach to the senior center.
8. Videotaping in the library discussion: Don Wellman, an employee of Gale, wishes to videotape a short promotional video in the youth section of the library. The minors that will be involved in the video already have parental permission to be filmed, and no library patrons will be in the shots. The consensus of the board is to allow this. No official policy on videotaping in the library has been drafted; most libraries decide on a case-by-case basis, guided by existing policies. Jessica noted that she has been getting a lot of requests lately.

9. Financial Policies and Procedures: Fund Balance policy can be used as-is. The Capital Assets policy requires changes, mostly regarding library-specific issues. The Fraud Risk Management policy also needs some changes as well. These will be edited and voted on at the regular August 20th board meeting, in addition to the revised Policy 13 and Whistleblower Policy.

10. Committee reports:

A. Art & Exhibitions: No written report. The reception for Boisali Biswas was unfortunately lightly attended. However, Jessica pointed out that she's heard many positive remarks about the art, and that it complemented Ara Topouzian's music during the concert on July 14th.

B. Building & Finance: (See att.) Discussion of requesting that City Hall turn over 50-75% of the library's preliminary trial balance so that the library can begin its own financial management. The new bank account is already open, and consensus was to request 75% for now. The library would begin to pay vendors from that account. A timeline will be given to the city outlining the board's expectations for this process, with 100% of the money being given to the library following the audit's end in October. It might be possible to have payroll remain through City Hall until the end of the calendar year simply so that staff won't get two W-2 forms (due to having a different EIN). As per the building, the library cleaning day went well, and the Friends would like to help next time. It is hoped that a cleaning day can occur once a quarter from now on.

C. Communications : Judeen unappointed Monique as chair; appointed Adam as chair.

D. Friends of the FPL: Instead of giving the library a flat-rate gift at the beginning of the fiscal year, the Friends now wish to sponsor specific projects and gifts at the request of the staff. They are pleased to sponsor the Summer Reading finale party and to volunteer at the library beer garden during the Pig & Whiskey festival. Membership is now integrated with NationBuilder. The anniversary bash for the 5th anniversary of the renovated building will be at The Loving Touch on August 28th. The library will receive all proceeds from the door. Jessica also hopes to integrate a special anniversary tribute at the Summer Reading finale party. The Friends are also planning on making and selling their own t-shirts.

E. Fundraising and Development: No success in securing meetings.

F. Personnel: Not many resumes for security monitors have been received. One candidate will be interviewed on July 20th. It's possible that there might only be one person at first during peak hours, and another monitor could be hired at a later time.

11. Review action items:

A. Judeen will draft a timeline for City Hall in regards to receiving the library's money. She and Kevin will make the request.

B. Kevin was questioning items in Policy H, regarding alcohol and tobacco in the library courtyard. It was determined that it was city property, and not really the library's place to make such policies. This means the library doesn't have authority to rent it out, either. Kevin will look over the policy and present suggested changes at the next meeting.

C. It was pointed out that the library owns the liabilities for the building, but not the asset, and that will negatively affect the audit. Jessica will request a statement from an accountant regarding this.

D. Pat will resend the revised Policy 13 and Whistleblower Policy to everyone.

12. Announcements/comments from board members:

A. Monique thanked Kevin for noticing problematic details in policies, and thanked everyone that helped out with the library clean-up.

B. Kevin congratulated Darlene Hellenberg on her promotion to the Head of Adult Services. Frank added that it was well-deserved.

C. Judeen thanked everyone that signed up to volunteer for Pig & Whiskey. She also announced that she hopes to establish a governance committee soon.

13. Adjourn:

Motion: Adjourn the meeting at 8: 04pm. (Castronova/second Dengate); passed unanimously.