

**MINUTES
NEILL PUBLIC LIBRARY
BOARD OF TRUSTEES**

**Regular Meeting
November 16, 2011
Young Conference Room
3:00 pm**

Attendees: William Brock, Elizabeth Hindman, Judy Busch, Jon Anderson, Robert Rembert, Chris Lupke, Joanna Bailey, Kathleen Ahern, Dana Ellis

1. Beth moved and Judy seconded approving minutes from the October 19, 2011 Regular Meeting. William suggested amendment to the minutes (agenda item 5d) as follows:

Library Board Vacancy in 2012

"A miscalculation in term length resulted in an erroneous post for vacancy on the Neill Public Library Trustee Board. All positions are filled through December 2012."

Judy moved and Beth seconded approving the amendment to the minutes from the October 19, 2011 Regular Meeting. All voted and the amendment was accepted as presented.

2. Rob moved and Jon seconded approving October and November claims fund vouchers to date. All voted and the vouchers were accepted as presented.
3. Judy moved and Jon seconded approving November salary warrants. All voted and the warrants were accepted as presented.
4. Announcements and Reports
 - a. Manager's report accepted as presented.
 - b. Financial report accepted as presented.
 - c. Friends of Neill Public Library
 - i. Lisa Ormond is working on a new brochure for the Friends of Neill Public Library, a new letterhead and a logo.
 - ii. The Friends discussed allocation of funds for the library in 2012. Mandy Thompson, the treasurer, suggested that the allocation be done in a different way. The new policy does not involve a 10% cost overrun so that the budget reflects true expenditures in each allocated area. The reason for this new way of budgeting is to streamline accounting processes in both the Friends' and the library's books.
 - iii. Chris passed on an invitation to the Board encouraging them to attend the Friends' monthly meetings. These are held on the 2nd Mondays of each month at ca. 1 p.m. The Board said that at least one Board member will attend each of these meetings.

5. Regular Business

a. Library Administration

- i. Joanna shared positive news. She has been awarded a formal library certification from the Washington State Library!
- ii. The Library Board of Trustees has the authority to appoint a Library Director. William suggested appointing Joanna to the permanent position. Rob moved and Judy seconded approving the appointment of Joanna Bailey to the permanent position of the Library Services Director. All voted and Ms. Bailey's appointment was unanimously accepted.
- iii. William will meet with John Sherman after the board meeting. The Board will send out a formal press release informing the public and staff about this appointment. It will also be posted to the library's website.

b. 2012 Budget

The library will be turning money back to the City this year. Joanna said she hoped this would help mitigate cuts to the library services next year. Joanna thanked the Friends for all their financial support throughout 2011. William asked about the possibility of restoring longer hours on Wednesdays through to Fridays. Joanna said the restoration of longer hours is dependent on the development of the City's financial situation.

c. 2012 Holidays/Closures

In 2011, the Library was closed 17 days in addition to holiday closures.

Joanna proposed 16 closed dates for 2012, as they follow:

Jan 1 March 4-11 (annual in-house work week)

Sep 1-2 Nov 24-25 Dec 22-24

The library in-house work week will not coincide with Latah County and Whitman County libraries' in-house work weeks and local schools' breaks.

Jon moved and Rob seconded approving the library closed dates for 2012. All voted and the dates were accepted as presented.

d. December Meeting Date

The Board agreed to cancel the Regular meeting scheduled for December 21, at 3 p.m., and replace it with a Special meeting on Wednesday, December 14, at 10 a.m.

6. New Business

- a. Judy shared that she was approached by a patron who asked why the library does not keep the latest magazine issues in-house for an extended period of time and why the library lets them to be checked out. Joanna explained that we used to keep magazines in-house for a month before releasing them for check-outs but following patrons' feedback we decided to change this policy. In the past patrons were allowed to check out magazines for 3 weeks. The current loan period for magazines is 1 week.
- b. The library has received 1 Trustee application for NPL Board of Trustees. The applicant was informed about the error in calculating Robert Rembert's

appointment expiry date and subsequent withdrawal of the Board vacancy. The applicant asked for her application to be kept on file for a year.

7. Adjournment of Regular Meeting

- a. Being no further business, Jon moved and Beth seconded adjourning the Regular Meeting. All voted and the meeting adjourned at 4:03 p.m.

Next Meeting Date: December 14, 2011 at 10 a.m.
