

BANKS PUBLIC LIBRARY BOARD

Meeting Minutes – Tuesday, March 18, 2014

Attending: Teri Branstitre, Marion Steinbach, JoAnn Pari-Mueller and Lynda Goovaerts

Staff: Denise Holmes

Absent: Michelle Winter, Pete Edison

Call to order – 6:40 PM,

Roll Call - attendees declared present.

Welcome & Introductions

Appearance of interested citizens – none

Changes or Additions to agenda – none

Approval of minutes – no minutes available.

OLD BUSINESS

Library Expansion Update – first meeting was held with consultant Barb Gibbs. The meeting detailed how a capital campaign works. The next step will be to form small subcommittee to look at possible funders and feasibility study.

Budget Discussion – intern from PSU created budget document. The new format is much easier to read. Ending fund balance and all is positive. Personnel FTE slightly increased to allow Library Director time to focus on the capital campaign. Health care and PERS costs increased approximately 5%. Materials and Services costs saw no changes, except 4% increases in contract services and utilities. General Fund transfer request the slightly lower than previous years. Set aside \$8,000 to cover replacement of HVAC unit, should it fail.

Policy Review – Gift/Donation policy was discussed section by section and compared to other library documents. JoAnn Pari-Mueller volunteered to write/edit policy based on board's discussions.

NEW BUSINESS - REPORTS

City report- no report

Executive Report

- Approved to recommend the proposed WCCLS budget for FY 2014-15 for passage by the County Commissioners .
- Time line for reimbursement formula and levy discussed.
- Policy Group's levy proposal subcommittees to report by May.
- By fall 2014 will know what levy will look like and will be on November 2015 ballot.
- Looking at centralized purchasing of best sellers to increase discount.

Directors Report

- Core services discussed – focusing on integrating OLA standards (i.e. staffing, etc.). Presentation on this topic in March at Policy Group.
- Staffing – New person and all going well. Summer reading preparation under way. Art of the Story Thursday, April 10 featuring Alton Chung, Chinese/Japanese tales of Hawaii.

Friends Report

- Preparing for Plant, Book and Art Sale, May 9, 2-7PM and May 10, 9-3. Burnt Ends will be catering again this year.
- Fred Meyer Rewards – rewards points can be connected to non-profit of your choice. Friends setting this up for friends members/library supporters.

Meeting adjourned – 8:40PM

Next meeting – Tuesday, April 15, 6:30PM, City Hall.

Meeting minutes respectfully submitted by,

Lynda Goovaerts and Denise Holmes