

BANKS PUBLIC LIBRARY BOARD

Meeting Minutes – Tuesday, July 15, 2014

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

Excused: Michele Winter

Staff: Denise Holmes

Call to order – 6:38 PM

Roll Call - attendees declared presence.

Welcome & Introduction

Appearance of interested citizens – none

Changes or Additions to agenda – none

Approval of minutes – Teri Branstitre moved that the minutes of June 17, 2014 meeting be approved, JoAnn Pari-Mueller seconded the motion, passed unanimously.

OLD BUSINESS

Library Expansion Update –

- Committee members continuing to explore funding possibilities.
- Members met to discuss potential donors and a feasibility study.
- Looking at submitting grant applications beginning in October if sufficient funding identified
- Campaign manager – looking at two candidates; Barb Gibbs gave guidelines for interviewing.
- Information packet is complete. Most important information is the selling points.
- Major funders (i.e. foundations) expect everyone in both boards to contribute some monetary amount to the campaign.

Policy Review –

- Gift and Donation policy – final review and discussion. Ready to be sent to attorney. Motion moved by JoAnn Pari-Mueller, Lynda Goovaerts seconded the motion, passed unanimously.
- Display and Exhibit policy – table to September meeting. All members need to be present and attorney comments must be read by all.
- OLA standards – Page 5-10 discussed by staff and board. Homework, page 11-15 on materials.
- Library Board Outreach – discussed how to support the Friends of the Library.

NEW BUSINESS

- Library board membership – 1 positions open.
- Joint meeting with NPL/BPL – October in Banks

City Report

- City Manager review process discussed.
- Water tank maintenance program will start with tank inspection and cleaning.
- New HR Supervisors Handbook approved.
- Teri Branstitre voted to join City Council.
- Council will prepare goals for retreat; City Committees, Commissions and Departments asked for their top three goals as well.
- Michelle Winter – Appointed to another term to Library Board.
- City to do crack and slurry sealing on some roads in Arbor Village.
- Resolution passed for city emergency plan.
- Adopted policy/resolution that no additional outside of city water customers will be accepted.

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Executive Report – No meeting held; next meeting September.

Directors Report

- Staff CPR, AED recertified and took emergency preparedness training.
- Staff reviews in process.
- New budget review.
- HVAC controller box for one of the two units failed and has been fixed.
- Michael Nelson (local IT professional/city council) helped solve some computer issues.
- WCCLS IT also helped with issues.

Friends Report

- Lynda Goovaerts volunteered to help Friends with marketing.

Action Items

- Goals for council retreat.
- Review display/exhibit policy.
- Read section C of OLA Standards.

Meeting adjourned – 8:50PM

Next meeting – No meeting in August; next meeting Tuesday, September 16, 6:30PM City Hall.

Meeting minutes respectfully submitted by,

Lynda Goovaerts and Denise Holmes