

Osgood Public Library Board of Trustees
Regular Meeting

February 22, 2011

6:00 pm

1. Call to Order – President Sheri Cunningham

Present: Board members: Sheri C., Connie C., Gene P., Sandra G., Shirley B., Lisa B., Melodie B.; Library Director: Vicki Butz; Treasurer: Richard Park; Mary Crisman, staff; and patrons

2. Approval of minutes for January 28 meeting.

Motion– Gene P.

Second– Lisa B.

Vote – 7-0 Motion carried.

3. Old Business –

I. Milan update:

Discussion on tree replacement due to vandalism. Decided to hold off on replacement and will address this more at March meeting.

II. Volunteer duties and responsibilities:

Vicki reported on volunteers helping in libraries and what their duties and responsibilities are. Question raised on whether a background check needed for volunteers. Vicky will report back on this.

III. Resource sharing:

The Evergreen system will allow library patrons access to other libraries within the system across the state.

Motion made to apply for membership in the Evergreen Library consortium.

Motion– Shirley B.

Second – Sandra G.

Vote – 7–0 Motion carried.

4. Treasurer’s Report

I. Motion to accept Treasurer’s report and pay claims.

Motion – Gene P.

Second – Shirley B.

Vote – 7–0 Motion carried.

II. Deferred Comp.

Motion was made to allow all eligible new hires to participate in the deferred compensation plan after 3 months.

Motion – Melodie B.

Second – Gene P.

Vote – 7–0 Motion carried.

5. New Business

I. Equipment disposal –

Motion made to dispose of equipment however Vicki deems necessary.

Motion – Melodie B.

Second – Shirley B.

Vote – 7–0 Motion carried.

II. Policy review –

Review of Collection Development and Gift Policies with no changes needed.

- III. Meeting attendance policy –
Motion made to approve a change in policy which would say “the director” instead of “Board of Trustees” to approves meeting attendance.
Motion – Shirley B.
Second – Gene P.
Vote – 7-0 Motion carried.
- IV. Fixed asset dollar threshold –
Motion made to approve recommended fixed asset dollar threshold be set at \$5000.
Motion – Sandra G.
Second – Lisa B.
Vote – 7-0 Motion carried.
- V. Weather closing policy –
Motion made to give Director the authority to close early or open late due to inclement weather.
Motion – Shirley B.
Second – Connie C.
Vote– 7-0 Motion carried.
- VI. Summer Reading –
Motion made to give one-time waiver for overdue fees, to children only in order for them to participate in Summer reading, which excludes lost and damaged items.
Motion – Shirley B.
Second – Sandra G.
Vote – 7-0 Motion carried.
- VII. March meeting date will be March 29, 2011 at 6:00pm at Osgood.
- VIII. Osgood Roof Leaks –

There are moisture problems in Carnegie section. Vicki was advised to look into a contractor to address leak in roof.

IX. Vacation request –

Motion made to allow Library Director one week off without pay in March or April.

Motion – Melodie B.

Second – Sandra G.

Vote – 7-0 Motion carried.

X. Motion made to add line #17 (Bills that may accrue late fees) to Resolution to Pay Bills with Prior Approval.

Motion – Gene P.

Second – Lisa B.

Vote – 7-0 Motion carried.

6. Library Director's Report –

Vicki reports that she is working to increase programming.

One additional story time will be added at each library.

Computer workshops are possible.

Vicki reports that the library computers are out of date and will need to work on replacing as funds allow. She reports that an LSTA grant application was turned in requesting funds for computer replacement.

7. Adjournment –

Motion – Shirley B.

Second – Lisa B.

Vote – 7-0 Motion carried.

sc

sb

sg

lb

cc

gp

mb