

COMMITTEE MEETING NOTES

Tuesday, April 4, 2017

PERSONNEL & BUDGET

Those in attendance: Jodi Ehrenberger, James Cherf, Sara Sullivan, Kelly Krieg-Sigman, Loretta Kilmer.

- The list of bills was reviewed. The new outlet at South for the pizza truck and the reimbursement for the hotel room at ALA were highlighted. Also discussed was the number of checks again issued to other libraries for replacement fees. Motion to recommend approval of the bills to the full board was made by James and seconded by Sara. Motion carried.
- Kelly reported that at the present time, there are no new vacancies and all previous vacancies have been filled.
- Following up on discussion from the March meetings, Kelly formally presented two requests for the 2018 capital projects budget, each in the amount of \$150,000. The first is to replace the carpeting and shelving on the first floor, west side. The second is to replace the flooring and circulation desk. Kelly noted that if either of these are approved, there will most likely be a need to supplement the project funding with dollars from the Special Trustee's fund. Motion to recommend approval of these requests to the full board was made by James and seconded by Sara. Motion carried.
- Kelly reminded committee members that her review will be on the board's agenda and if they haven't already filled out her performance evaluation form, they need to do so. She also reported that she is going to experiment this year with the 360 degree performance review model with the managers. She is going to use the same form that is used for all the other employees, but she is going to add two questions: name 1-3 things at which this individual excels, and 1-3 things that this individual could improve upon.

LIBRARY OPERATIONS

Those in attendance: Katie Bittner, Bev Ruston, Araysa Simpson, Kelly Krieg-Sigman.

- Kelly presented the computer usage policy and highlighted the significant portions. Motion to recommend approval to the full board was made by Katie and seconded by Araysa. Motion carried.
- Kelly presented the holds policy and reported that the biggest change was dropping the requirement that a patron present their library card in order to check out held material. She noted that this had originally been put in place in order to “drive” as many people as possible to the selfcheck units. However, despite our best efforts, we continue to receive many negative comments. Motion to recommend approval to the full board was made by Araysa and seconded by Katie. Motion carried.
- Kelly presented the lost and damaged policy, noting that the big change here is allowing patrons to pay a “depreciated” price for a replacement item. This is particularly impactful with audio books. Motion to recommend approval to the full board was made by Katie and seconded by Araysa. Motion carried.
- Kelly presented the bulletin boards and brochure stands policy, noting that this is a new policy made necessary by the increasing number of requests LPL is receiving to post flyers, posters etc. She highlighted the section stating that posting preference would be given to local/city events first. Motion to recommend approval to the full board was made by Araysa and seconded by Katie. Motion carried.