

COMMITTEE MEETING NOTES

Tuesday, April 3, 2018

PERSONNEL & BUDGET – Those in attendance: Jodi Ehrenberger, Sara Sullivan, Gary Padesky, Cat Ellingson, Loretta Kilmer, Kelly Krieg-Sigman

- The list of bills was reviewed. The bill from EnvisionWare was questioned: staff explained that this was the annual renewal for the software that runs our cash registers and charge card services. A motion recommending approval to the full Board was made by Gary and seconded by Sara. Motion carried.
- Kelly reported that the youth services manager is reviewing 9 possible applicants for the vacancy in Youth Services. She also noted that she has been made aware of a possible pending resignation from another full time staff member; she will formally communicate that once the signed resignation form is received.
- Kelly indicated that the library's "Yoda" van, which is used primarily by Maintenance for hauling supplies and taking larger items between locations, is no longer safe to drive. Consequently, the library is in need of another vehicle. Kelly asked if Gary might be able to explore some possibilities with the city fleet to see if there is anything that might be available. She noted that we are looking for a used pickup truck; if it can have a plow blade attached, that would be even better. Gary indicated that he would be happy to pursue this.
- Kelly presented her recommendation for a \$170,000 request for the 2019 capital projects budget, with said funding to be used to replace the shelving and flooring on the 1st floor at Main. Discussion followed regarding the city's budget process, the likelihood of the library receiving any capital funding at all, and whether or not Special Trustees' funds could be used as sort of a match. Kelly was asked how much of the \$170,000 would be for shelving vs. carpeting; she noted that it would be about 2/3rds to 1/3rd; she also noted that there is already \$50,000 allocated to library capital projects for this year. A question was raised about the status of the new power tables that were budgeted for this year; Kelly reported that she may be asking the Board to re-allocate that funding to something else on the second floor, but she was not yet prepared to make that proposal.
- Kelly presented her recommendation for use of up to \$5,000 from carryover to purchase the supplies and equipment necessary to launch the pop-up library project. Motion to recommend approval to the full Board was made by Gary and seconded by Cat. Motion carried.
- On a motion by Gary, and second by Sara, and a roll call vote, the committee went into closed session at 12:37 p.m. per ss19.85(1)(c), and re-convened back into open session at 1:27 p.m. No decisions were made.

LIBRARY OPERATIONS COMMITTEE - Those in attendance: Suzanne Anglehart, Katie Bittner, Araysa Simpson, Kelly Krieg-Sigman. (Kelly noted the communication from Judy Bouffleur, who was absent but had given her proxy to Araysa.)

- The committee discussed some concerns about making quorum at committee meetings; significant concerns were raised over the fact that at last months' library operations committee meeting, there were only two members who were available to forward formal action on a major issue of whether or not to go fine free. Kelly stated that the Library Board had essentially five options: 1. Keep the current structure/meeting times and work towards improving consistent attendance; 2. Change the current meeting times in hopes of making attendance easier; 3. Eliminate the existing committees and replace them with one executive committee; 4. Eliminate committees entirely and hold two full Board meetings a month – one as a committee-of-the-whole and the other as the formal board; OR 5. Eliminate committees entirely and conduct all business at the monthly board meetings. Kelly noted that of these choices, she would be most opposed to the last one as it would result in very long meetings. She also reminded the committee that committee membership is likely to change now that we have a new board member. The committee asked if perhaps the lack of quorum last month was an anomaly; Kelly indicated that it probably was. She also stated that she herself can be more efficient in determining how critical the business needing attention is and be more assertive in cancelling a meeting if it is clear that a quorum will not be available. In the end, the committee determined not to make any kind of recommendation at this time, but to work on improving attendance under the current conditions.
- Kelly presented the patron expectations and behavior guidelines and recommended that they be approved, noting that they were much more concise. Motion to recommend approval to the full board was made by Katie and seconded by Suzanne. Motion carried.
- Kelly presented the materials selection and donations policy. She noted that while she recommends that the materials selection policy, donations policy and materials reconsideration form be approved as is, she is suggesting that she be directed to create some kind of tool that would assist the board in dealing with other kinds of concerns and issues, such as the one that occurred last fall regarding her selection for Storytimes For Adults. Significant discussion ensued, with the following points being made:
 - Should any board member personally receive a complaint about a library policy, procedure, service, program, or a library staff member other than Kelly, the complainant needs to be referred directly to Kelly.
 - Should any board member personally receive a complaint or demand that an item be removed from the collection, the complainant needs to be referred to our website where the materials selection policy and reconsideration form reside. The complainant also needs to be informed that the Library Board has a formal reconsideration procedure that must be observed.
 - Should any board member personally receive a complaint about Kelly's job performance or work behavior, there needs to be some kind of established procedure and/or protocol for determining the nature of the complaint and what the complainant's expectations are.

After further discussion, Kelly suggested that she develop some kind of broad tool (similar to the materials reconsideration form) that could be used by both board members and library management to document complaints and provide a framework for action and follow up.

Motion to recommend to the full Board that Kelly be directed to create a process tool for customer service or other library-related concerns outside of the materials reconsideration form was made by Katie and seconded by Araysa. Motion carried.