

COMMITTEE MEETING NOTES

Tuesday, August 2, 2016

PERSONNEL & BUDGET

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

- The list of bills was reviewed. James inquired about the charges related to baggage handling for conference attendance flights and suggested that more efforts be made to have carryon luggage instead. Kelly noted that the large expenditure for replacement staff computers was an expected expense and had been budgeted for. Motion to recommend approval to the full board was made by Judy and seconded by James. Motion carried.
- Kelly reported on the meeting that had been held on 8/1 between herself, Dan Gelatt and the mayor regarding the projected 2017 budget, the large anticipated deficit, and the pending vacancy in circulation. The mayor was noncommittal in his remarks, and again brought up the idea of staffing the branches with only one person. Kelly noted that she responded to the mayor that this was a non-starter, and that she would be unable to support such a move. Discussion ensued regarding what should be done with the pending vacancy and how it would affect the 2017 budget. It was pointed out that reducing hours of operation in this budget year would be politically difficult and hard to communicate. Kelly indicated that management staff had discussed the situation; the general consensus was that staff “could” cover the vacancy hours but ONLY until the end of the year; this would be accomplished through a combination of extra hours for part-timers, overtime hours for full time hourly employees, and Kelly picking up 4 Saturdays in addition to her current every third Sunday. Motion to recommend approval to the full board of the following was made by James and seconded by Judy: (1) that the current 24 hr./week position in circulation NOT be filled, with existing staff picking up the slack via additional hours for part-timers, overtime hours for full time hourly staff, and the addition of more of the director’s time on the weekends, (2) that this position be eliminated from the 2017 budget salary table, and (3) that this elimination would be accompanied by further reductions of service hours effective 1/1/2017. Furthermore, the motion is also to include a formal acknowledgment that the use of overtime and the director’s time to cover desk shifts was NOT a long-term solution; unless additional funding was made available, existing service hours would have to be reduced. Motion carried.
- Kelly shared with the committee her most current budget projection sheet, which showed a \$364,689 deficit. She also expressed her concerns regarding the number of major errors that were on the city-provided library salary and benefits table for 2017.

LIBRARY OPERATIONS COMMITTEE

Those in attendance: Araysa Simpson, Bev Ruston, Katie Bittner

- Katie is expecting another child! Congratulations Katie!
- The committee reviewed and discussed the draft service animal policy as presented by Kelly. The one main issue concerned what actions should be taken in the event that an animal's handler refuses to answer one or both of the questions that staff are legally allowed to ask. Kelly recommended the following language: ***In the event that an individual with an animal refuses to answer these questions or refuses to cooperate, library staff at Main are to avoid a confrontation, document the incident on the IRS and immediately refer the matter to library management and security for further action or follow-up if deemed necessary. In the event of an incident at a branch location, staff are to simply apologize and document the incident. Library management and security will determine whether further action will be taken.*** Motion to recommend approval to the full board of the policy with Kelly's recommendation as presented was made by Katie and seconded by Araysa; motion carried. Kelly acknowledged Katie's insights and suggestions from her experiences with this during her time at Kwik Trip.
- Kelly reviewed the proposed policies regarding the new "Lucky Day" collection – a 7-day loan period, non-renewable, limit of two "Lucky Day" items out at a time, \$0.50/day fine, Lucky Day items will not be used to fill holds. Motion to recommend approval to the full board of the Lucky Day collection proposed policies as presented was made by Araysa and seconded by Katie. Motion carried.
- Kelly presented the comparable library statistics from the 2015 library annual reports. The big take-away: circulation and library visits are on the decline everywhere; cost per capita at LPL is still the highest.