



**Charleston Library Board Agenda
Monday, September 11, 2017 – 6:30 pm**

1. Call to Order

2. Roll call

Banks Cunningham Droste Keefe Krahnke Monahan Newell
Smallhorn Wiseman

3. Welcome Jessica Krahnke and Jacob Smallhorn to the Library Board.

4. Summer Read Recap Presentation, 207 adult and 486 youth participants this year with 15 local sponsors. Kids Space saw a 19% increase. There were a total 9907 hours of reading completed between adults and kids. Overall the program continues to be a success.

5. Public Comment, none

6. Board President's Comments, great job on summer read

7. Omnibus Agenda

- A. Approval of the August 7, 2017 Board Meeting Minutes
- B. Acceptance of Director's Weekly Reports
- C. Acceptance of the Grant & Donation Report
- D. Acceptance of Program Report
- E. Acceptance of the Statistics Report
- F. Acceptance of IT Report
- G. Acceptance of Financial Reports- provided at the meeting
- H. Approval of the bills payable- provided at the meeting

Motion to approve: TK___ Seconded: MM___

Banks Cunningham Droste Keefe Krahnke Monahan Newell
Smallhorn Wiseman

Heather, Per Capita grant has not come in yet. We are \$25K higher in our fund balance this year from last year. There were routine expenses this month

Chris, HVAC is working and costed less than expected. Rotary room projector is officially dead, so a new one will be purchased. The door opener is broke, so repair or replacement is going to happen. Carpet cleaning is being done. Front steps are being working on and may be complete by the end of the week. The community is happy to see them being fixed.

8. Action Item 2017-12: Review and approve policy changes.

Motion to approve: MM___ Seconded: TK___

Yeas 9___ Nays 0___

Changes are based on items and areas that are no longer applicable or outdated. Ideas for some changes came from a best practices seminar at the Directors University training that Chris attended. Computer usage limit has been change as well as specialized setup for the Rotary Room. This is being eliminated as it is not cost effective. Jacob Smallhorn will look at the language in the room use form to cover our liability if people renting the room get injured moving tables and chairs. If language needs to be added, the form will be adapted.

Below is a complete list of changes

- Adding a section regarding Temporary Resident Cards. It has been standard practice to issue 12 month cards to EIU students. This makes that practice policy.
Full Board Packet available upon request at the service desk.

- Adding a section regarding the Security Cameras, explaining their purpose, the limitations of use, and patron privacy.
- Removing the section regarding Rental Copies. We no longer have rental copies so this change is to make the policy accurately reflect the collection.
- Changing the Computer & Internet Use policy regarding the Zone computers. This change removes the 2 hour time limit placed on the teen computers. The 2 hour limit remains for the children computers. I have also added a clause that states that when a user is removed from a computer due to demand, that user cannot turn around and remove a different user to regain computer access.
- Removing the Specialized Setup for our meeting rooms. This change puts the responsibility of setting up and tearing down on the user. We will keep all meetings rooms at their standard setup. We currently charge \$25 for a specialized setup and the majority of reservations opt to handle the setup themselves.
- Adding a clause in the Library Rules of Conduct stating that riding things (bikes, skateboards, hover boards, etc.) is prohibited.
- Modifying the clause in the Library Rules of Conduct regarding food and drinks in the library. There are both still allowed, but no one is allowed to consume food while using a library computer.
- Adding a clause in the Library Rules of Conduct stating that the Library is not responsible for personal belongings.
- Adding a section in the Library Board By-Laws regarding Public Comment at Library Board meetings. This section sets a designated comment period, time limits, and restrictions on group comments.

9. Discussion Items

- A. August Book Sale Results. Sales were lower than expected at \$925. The next sale will be in November.
- B. Review Chapter 2 of the Trustee Fact Files.
- C. Next Board Meeting – Monday, October 2, 2017 at 6:30PM.
- D. Other?

10. Adjournment, 7:15pm

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