

Agenda
Audubon Regional Library Board of Commissioners
Tuesday, July 9, 2019
Clinton Main Library
Regular Meeting
1:00 pm

1. Call to Order- Meeting is called to order by Mrs. Talbot at 1:11 pm
2. Roll Call- Present-Mr. Wiersema, Mrs. Brabham, Mrs. Travis, Mrs. Kiff, Mr. Moss, Mrs. Talbot. Absent- Mr. Flowers.
3. Approval of Agenda- Mr. Wiersema moves to approve the agenda. Seconded by Mrs. Brabham. All approved. Motion passes.
4. Approval of previous meeting minutes- 4/9/2019
 - a. Mrs. Brabham motions to approve the minutes as amended. Mrs. Kiff seconds. All approved. Motion passes.
5. Business/Financial Report
 - a. Five month budget figures presented- Mr. Moss asks Board to consider moving the Board meetings from second Tuesday in to the 3rd Tuesday because of accounting deadlines and to get a full financial report. Mr. Wiersema motions to change the next meeting from October 8, 2019 to October 15, 2019 in accommodation for accounting deadlines. Mrs. Kiff seconds the motion. All approved. Motion passes.
 - b. Budget adjustment- Mrs. Brabham motions to adjust the budget. Mr. Wiersema seconds the motion. All approved. Motion passes. Mrs. Talbot signs the adjustment. Mr. Wiersema asks for explanation of the raise in revenue. Mrs. Jones explains the information given to her from the Assessor's office.
 - c. Credit Card- Mr. Wiersema motions to accept the credit card expenditures. Mrs. Brabham seconds the motion. All approved. The motion passes.
 - d. Bank Statement- Mr. Wiersema motions to accept the bank statement reconciliation. Mrs. Brabham seconds the motion. All approved. The motion passes.
6. Unfinished Business
 - a. Building Updates
 - i. Mrs. Travis motions to send a Thank you letter for repairs. Mr. Wiersema seconds. All approved. Motion passes.
 - ii. Water line repaired between Library and Mr. Plauche's law office.
 - iii. The bathroom and roofing has been repaired in the Clinton library.
 - iv. The Jackson ceiling has been repaired and walls painted. Roof still needs repairs. New blinds have been installed and a new children's carpet has been purchased. Per State Library suggestion, the children's room has been reformed with all adult computers re-located in the front room.

- v. St. Helena- Air conditioning is working fine and there are no major building issues at this time. The new library is still in the process but there has been no present development. Mrs. Talbot shares that Robbie Carter is going to be the Dean in the House next year.
- b. Finance committee update/Certificates of Deposit
 - i. Mrs. Kiff motions for the Finance Committee to make decisions about the renewal of the last two CD's. Mr. Wiersema seconds the motion. All are in favor. Motion passes. Mr. Moss discusses the Investment report. The Finance committee will meet after the current ARL Board meeting to take care of CD business.
- c. Board Reminder- Ethics and Sexual Harassment Training
 - i. Mrs. Jones presents information about the Sexual Harassment training.

7. New Business

- a. Approval of New Hires
 - i. Mr. Wiersema motions to accept the new hires. Mrs. Brabham seconds the motion. All approve. Motion passes.
- b. ARL By-Laws
 - Mr. Wiersema motions to make revisions as proposed to the ARL by-laws. Motion seconded by Mrs. Kiff. All approved. Motion passes.
- c. Handbook
 - Mrs. Jones presents a Bomb Threat form from the Department of Homeland Security to be adopted in the back of the Policy and Procedure Handbook. All Staff will be trained by training videos on how to proceed if a bomb threat is called into a library. Mr. Wiersema suggested that the Director talk with Homeland Security for future staff training. Motion was overlooked. Item was not passed.
- d. Fines-
 - i. Mrs. Brabham motions that the public be allowed computer access if they have fines of fifteen dollars and less. Mr. Wiersema seconds the motion. All approved. Motion passes.
- e. Ordering
 - i. Mrs. Brabham motions to change the book supplier to Baker and Taylor and begin standardized ordering. Item was seconded by Mr. Wiersema. All approved. Motion passes.
- f. Raises
 - i. Mr. Wiersema makes a motion to have the Finance Committee review employee payroll and employee raises. Mrs. Kiff seconds the motion. All approved. Motion passes.
- g. Grievance
 - Mrs. Talbot presented the situation as a "she said, she said" situation. Mrs. Talbot formed a committee with Mr. Flowers and Mrs. Kiff. Mrs. Kiff said they followed the Handbook policy and met with the employee who had the grievance. Mrs. Talbot said she wants Branch managers in all locations. Mrs. Brabham asked what the result of the grievance was. Mrs. Talbot said she talked with Mrs. Jones and told her she needed to hire Managers and leave the branches. Mr. Wiersema and Mrs. Travis said the Director needs to be able to

go by branches as needed. Mr. Wiersema suggests giving the Director time to hire managers. The Board asks about hiring managers from within. Mrs. Jones responded that she will follow the handbook and will accept applications from within the system. Mrs. Jones suggested having a Library Tech 2 level. Mrs. Talbot asked about part time managers. Mrs. Jones said she talked with the State Library and part time managers could be hired if needed. Mr. Wiersema voiced concerns over the Library Tech 2 having the authority a manager would have. He asked about salary for the Library Tech 2. Mrs. Jones indicated it would be the same as the Manager pay. Also, Mrs. Jones said that she is currently interviewing for the Manager position and that she had already interviewed two individuals.

- h. Library Director Certification- The Director is scheduled to test with the State Library on September 20, 2019. Mrs. Jones says that it is an all-day test. Mr. Wiersema states that if Mrs. Jones passes the Certification exam she will be eligible for a raise.
- i. Location Management- Discussion occurred above.
- j. Accounts/Vendors-
 - i. Cleaning company. Discussion of bids. There are problems with the current cleaning company. Mr. Wiersema says that the other 2 bids cannot be considered because there is no insurance. The bids do not meet the guidelines. Choosing a cleaning company is postponed until the October 19, 2019 meeting.
 - ii. eBooks- Mr. Wiersema motions to switch to Cloud Library. Mrs. Brabham seconds the motion. All in favor. Motion passes.
 - iii. Library Check out system- Mr. Wiersema motions that the library switch from TLC to Book Systems/Atrium. Mrs. Brabham seconds the motion. All approved. Motion passes.

- 8. Library Director Report- Presentation of Director's report.
- 9. Public Comment- There is no public comment at this time.
- 10. Location and Time of next meeting- Clinton; October 15, 2019; 1:00 pm
- 11. Adjournment- Meeting was adjourned at 3:38 pm.

All meetings of the Library Board are quorums and are public meetings.

Approved 10 19 2019