

Minutes of the Fairbury Public Library Board

Wednesday December 2, 2015

7:00 pm

601 7th Street, Fairbury, NE 68352

The regular meeting of the Public Library Board of Trustees was called to order by president, Kristin Vaughn. Members present were LeAnn Krause, Patricia Tedrow, and Kristin Vaughn, and Warner Krumme. Stan Smith was absent. Our director Debbie Aden was also present.

Notice of this meeting was posted in advance in the Fairbury Journal News. The Open Meetings Act was posted in the room as required by law.

There were no comments from the public.

The November 4th minutes were reviewed by all. A motion was made by Patricia that the minutes be approved as written. LeAnn seconded. A “yes” vote by Kristin, Patricia, Warner and LeAnn, motion carried.

The Director’s Report:

Debbie shut off the sprinklers and drained the pipes for the season. Chris is going to put some greenery and possibly some light in the birdbath and planters outside the north side.

There were no major problems with technological things this month.

Still no contact had been made by Diode concerning the panic buttons. Debbie thought it was time to call Wayne about installing the lock on the children’s side.

The Kiwanis ribbons are the doors for the holiday. Linda and Elaine put up the tree for the Festival of Trees in the courthouse today. Donations will be accepted through the 18th of December on the “mitten tree” in the library. The Social Security Workshop was poorly attended, despite being well advertised throughout the community. The library will be hosting an Overdrive informational workshop in January for those who got new devices for Christmas, to be able to come to the library and learn how to install it and use it.

Linda and Elaine will be attending a Summer Reading Workshop in Lincoln. They will be working together to create a summer teen program in addition to the children’s and adult’s programs. Debbie got a lot of good information from the CASTL meeting in Syracuse that dealt with various vendors. The McNaughton leasing program will be discontinued, as Debbie can have more control over what is purchased and how much is paid per book. Debbie also attended an E-Rate workshop and has a better understanding of what it is, and the various nuances of the program.

Debbie and Linda will be working with Scott Childers from SELS to update our website, and learning how to use WordPress, so that they can manage updates themselves. Debbie plans to work on the E-Rate program and the Bibliostat report over the next couple of months.

Bills in the amount of \$6,342.01 were reviewed. There were no questions. LeAnn made a motion to approve the bills, Warner seconded. A "yes" vote by LeAnn, Patricia, Warner and Kristen, motion carried.

Kristin agreed to continue to be the liaison for the Library Foundation.

The city will be closing at 1:00 pm on 12/24. Linda and Elaine will keep the library open until 2:00 that day. The library will be closed on the Saturdays following the holidays, 12/26 and 1/2. If Jess and Elaine do not want to lose the hours those weeks, Debbie said she could arrange for them to have extra hours in the week prior to the holiday.

The Strategic Plan was reviewed. A few of the goals had been met and completed. Many of them are in the works.

- Increase financial literacy of general population
 - A. Once a year a program on money management will be held. This objective was met. The meeting on Social Security was not well attended.
 - B. The financial collection of the library will be 50 % replaced with titles of the last 10 years. This objective is one of Debbie's winter projects. She will be weeding and evaluate what type of titles need to be added to the collection.
- Provide programming for teens and tweens beyond the summer reading program
 - A. By the end of 2016 the children's librarian will offer a teen book club that's meets every other month. This objective is well on its way to being met. Linda is working in conjunction with the FYI center.
 - B. Once a semester, during the school year, beginning the fall of 2015, the children's department will offer a special activity designed for teens/tweens. This objective was not met.
- Increase access to educational opportunities as they relate to job skills.
 - A. By the start of 2016 the library's website and desktop of the computers will provide access to online job skills training. The website is being worked on and is done on the library's computers.
 - B. Beginning immediately computer users filling out job applications or using NEWorks to search for jobs or create a resume will be allowed up to four hours on a computer at any one session. The library is already doing this.
 - C. Increase staff time by five hours in the 2015-2016 budget year to allow staff to offer basic computer skills training to patrons. Staff time was increased by the increase in Linda's hours. Debbie will work on ways to provide the skills and promote them.
- Increase the public awareness of the library's educational resources by expanding the means used to publicize the libraries services.
 - A. In 2016 the library staff will be responsible on a rotating basis for a bi-monthly newspaper article promoting a library service. Debbie is going to have the staff members write a short article for the local paper, promoting services offered.
 - B. Each year of the plan the library will try to add an average of 5 new Facebook friends per month. They added 80+ this month, by sharing the page.
 - C. By December of 2015 the library will have a functional website. Debbie and Linda will be working with Scott Childers from SELS to get the website up and functional including links being provided to services and databases provided by the library.

The Inter Library Loan fees were discussed. Debbie is going to make \$3.50 the standard fee for ILL. The staff, and book club members will no longer be charged for ILL services.

Debbie will be attending the nest CASTL meeting in Fairmont. Circulation policy will be discussed. A program on arm knitting will also be provided. This will be held on December 10, 2015.

There was no other business.

Meeting was adjourned.

Next regular meeting will be held January 6th, 2016.

Respectfully submitted,

LeAnn Krause