

Minutes of the Fairbury Public Library Board

Wednesday October 7, 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 Stan Smith, Patricia Tedrow, Warner Krumme, and Kristin Vaughn. LeAnn Krause was absent. Our Director Debbie Aden was also present, as was City Administrator Collin Bielser.

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.

As our representative member of the public, Collin commented that it "was good to be here."

The September minutes were reviewed by all. A motion was made by Stan that the minutes be approved as written. Patricia seconded. A "yes" vote by Kristin, Patricia, and Stan motion carried. Warner abstained from the vote since he was absent for the last meeting.

The Director's report included the following:

- Building issues have been pretty quiet this month. The front sign is now up. After a couple of tries, Wayne was able to get the programmable thermostat on the adult side working correctly with the A/C.
- The monitor on the computer catalog had to be replaced. Stan has finished installing "Deep Freeze" and converting all our machines to Windows 10. For the most part everything is working well
- The 2015-16 Budget was approved as written moving Linda to 40 hours/week. With her increased hours, we have increased the open hours of the library by 2.5 hours a week, opening at 11:00 daily instead of 11:30
- Security continues to be of concern. There was an incident involving a minor and a parent that required the police to be called. The following day a similar incident occurred but the staff member was able to calm the situation. That same day, the donation jar was stolen from the circulation desk.
- The library made \$233 from their participation in the "Trail of Treasures." The library will be represented at "Trunk or Treat" downtown on Halloween.
- The library has signed up to be a partner in the "Read Aloud Nebraska." This program promotes "healthy, successful children and families through reading aloud." There is no cost to us and we can apply to receive free books that we can distribute to low-income families. Linda will be attending their workshop on Nov 6 in Seward.
- I attended the CASTL meeting in Superior. The primary topic of conversation was "Friend" and "Foundation" groups. At some point, I would like to think about encouraging a "Friends of the Library" group as a committee of the Library Foundation.
- The Strategic Plan was approved by the Library Commission. The application for Accreditation has been submitted and we should hear soon about approval.
- We have barcoded all the headphones so we can better track their usage

Bills in the amount of \$12,063.89 were reviewed. Patricia raised the question regarding the \$55 charge for "The Old Hardware Store." Debbie stated it was for the purchase of the book "The Western Cattle Trail, 1874-1897" by Gary and Margaret Kraisinger. We already had the first volume of his book in the collection and this is the companion title. We were billed by his business. Stan made a motion to approve the bills. Patricia seconded. A "yes" vote by Stan, Patricia, Warner and Kristin, motion carried.

A discussion was had regarding safety and security in the library. Several recent incidences in the library have the staff concerned for both their and patron safety. Additionally, although the library has policies regarding consequences of not following library rules, there is no formal procedure for documenting incidences or banning patrons if necessary. From the discussion it was decided to: 1) put locks on the money drawers on both sides of the library, 2) Kristin will look into cost and vendor for installing panic buttons, 3) Debbie will create official incident and banning forms and bring them forward to the next Board meeting, and 4) Warner made the motion to amend the "Internet and Computer Use" Policy to include the statement "Anyone 13 or older is expected to use the computers on the adult side of the library. If none are available, anyone may use the computers on the children's side." Stan seconded. A "yes" vote by Stan, Patricia, Warner and Kristin, motion carried.

By a previous vote of the Board, the cost for a rural card increased to \$15 for a family on October 1. There had not yet been a decision regarding the number of items allowed to check out. Previously, a family could be given a card for every family member with their one annual fee. Debbie proposed the following: Increase the number of checkouts allowed per card, regardless of city or rural, adult or juvenile, to 15. Additionally, if a family wanted to check out more than 15 items, they would now need to purchase additional cards for \$5 each. Kristin proposed we cap the additional cards at 3, giving a maximum of 4 cards per family and 60 checkouts. Stan motioned that we pass the new fee and checkout proposal. Warner seconded. A "yes" vote by Stan, Patricia, Warner and Kristin, motion carried.

Debbie proposed eliminating the policy that fines must be paid in full in order to use the computers. It's not something that seems to ever be enforced. You do not need a card to use the computers, and we never actually look up those that do to see if they have fines. Additionally, it is a service we provide to the community that we are already paying for, and no one gains by denying computer use to any patron. Warner moved that we make the following policy change. Stan seconded. A "yes" vote by Stan, Patricia, Warner and Kristin, motion carried.

Debbie asked a question regarding disposal of old furniture which was answered by Collin. Everyone has to have the opportunity to bid on/purchase any equipment owned by the city. Collin will look into seeing about a city auction.

Debbie asked the Board for permission to dispose of the books left from the sale by donating them to "Better World Books." They pay for shipping and will resell, donate, or recycle the books. Unlike Library Consignment, we will not get any monetary compensation. Warner motioned that she should allow Debbie to use Better World Books for book disposal. Stan seconded. A "yes" vote by Stan, Patricia, Warner and Kristin, motion carried.

Debbie asked for permission to attend the Nebraska Library Association's annual conference in Lincoln October 14-16.

Patricia asked if there had been any problems allowing covered drinks into the library. Debbie reported that there hadn't and suspects no one really even noticed.

There was no other business or discussion.

Meeting was adjourned.

The next regular meeting of the Board of Trustees will be held November 4, 2015.

Respectfully submitted,

Debbie Aden