

LE PHILLIPS MEMORIAL PUBLIC LIBRARY

A meeting of the Board of Trustees of the LE Phillips Memorial Public Library was held on Thursday, March 17, 2005, at 7:30 am in the Board Room of the Library. The following members were present: Fraser, Jurmain, Olson, Radtke, Savolainen, Schilling, Schneider, Stacy, and Von Haden.

MINUTES OF PREVIOUS MEETING

On a motion made by Mary Jurmain, and seconded by Jean Radtke, the Board unanimously approved the minutes of their February 2005 meeting.

READING OF COMMUNICATION

A letter received from Kathy Mentink will be reviewed under agenda item 11b.

REPORT OF THE FRIENDS OF THE LIBRARY

Katherine Schneider invited trustees to the Friends' annual meeting on April 4.

REPORT OF THE LIBRARY DIRECTOR

Director Mark Morse reported City staff were in the process of writing a Request for Proposal for an Americans with Disabilities (ADA) compliance review of bathrooms located on City property.

FINANCIAL REPORT

The Board reviewed the February Financial Report.

BILLS & CLAIMS

On a motion made by Susan Savolainen and seconded by Mike Stacy, the Board unanimously approved the Bills & Claims for February 11-February 25, 2005, as well as the Custodial Bills & Claims for February.

STATISTICAL REPORT

The Board reviewed the February Statistical Report.

SPECIAL MEETING FOR LIBRARY BUILDING PLANNING

President Sylvia Schilling proposed having a special meeting of the Library Board, on April 6 at 5:30 pm, to consider the library building plan and architect's report. There was consensus to hold this special meeting.

CONSIDERATION OF RENTING BUILDING SPACE AT 7 S. DEWEY STREET

On a motion made by Mike Stacy and seconded by Bob Fraser, the Board unanimously decided against pursuing the acquisition of any space in the building located at 7 S. Dewey Street, due to the increase in operating costs.

CONSIDERATION OF LIBRARY RENOVATION PLAN

Trustees made a preliminary review of the architect's revised building plan and made a list of questions for discussion at the special meeting to be held April 6.

CONSIDERATION OF AUTHORIZING THE PREPARATION OF A SITE PLAN

By consensus, the Board directed that the Library Director spend \$8,000 to obtain the technical site plan for the building renovation needed for submission to the Waterways and Parks Commission, the Plan Commission, and City Council. The site plan is to be based on Option 2 of the architect's plan, with the trail-ending error on that plan corrected.

FUNDING REQUESTS TO BE SENT TO THE FRIENDS OF THE LIBRARY

A motion was made by Kathy Schneider to also request that a screen reader be funded by the Friends, with the notation that federal funding is also being sought. The motion was seconded by Bob Fraser and passed unanimously. Kathy Schneider then made a motion to approve sending the proposed funding requests to the Friends, including the additional item above. The motion was seconded by Jean Radtke and passed unanimously.

CONSIDERATION OF POLICY ON PROGRAMS

Jean Radtke made a motion to revise the proposed Policy on Programs so a person wishing to file a complaint would not necessarily have to use a library form. The motion was seconded by Susan Savolainen and passed unanimously. Mary Jurmain then made a motion to approve the proposed Policy on Programs as edited above. The motion was seconded by Susan Savolainen and passed unanimously.

CONSIDERATION OF AMENDING POLICY ON SMOKING

Mike Stacy made a motion to approve the proposed amendment to the Policy on Smoking, to prohibit smoking within 25 feet of library entrances. The motion was seconded by Jean Radtke and passed unanimously.

SCHEDULE FOR REFERENCE SERVICES PRESENTATIONS

There was consensus to schedule a presentation about Reference Services at the April Board meeting.

ADJOURNMENT

On a motion made by Susan Savolainen and seconded by Jean Radtke, the Board unanimously voted to adjourn their meeting.

Julie Gast

Business Manager