

## LE PHILLIPS MEMORIAL PUBLIC LIBRARY

### Minutes of Meeting

A meeting of the Board of Trustees of the LE Phillips Memorial Public Library was held on Thursday, October 20, 2005, at 7:30 am in the Board Room of the Library. The following members were present: Dickey, Fraser, Jurmain, Olson, Radtke, Savolainen, Schneider, Stacy, Von Haden, and Wisner.

### MINUTES OF PREVIOUS MEETING

By consensus, the Board approved the minutes of their September meeting.

### COMMUNICATION

The Board reviewed a thank you letter from State Superintendent Elizabeth Burmaster.

### COMMITTEE REPORTS

Sue Olson reported on the September 28 meeting of the Distinguished Service Award Committee. On a motion made by Don Wisner and seconded by Bob Fraser, the Board unanimously approved the procedures, created by this Committee, for bestowing an annual distinguished service award. Barb Dickey was appointed Chair of the Distinguished Service Award Nomination Form Review Committee. Mark Morse was also appointed, and a Friends member and two community members will be appointed in the future.

### REPORT OF THE FRIENDS OF THE LIBRARY

Kathie Schneider reported the September book sale topped \$5,000 in sales, Vice President Tom Giffey will be the Friends representative on the Distinguished Service Award Nomination Form Review Committee, and the Friends are beginning work on the next Give-a-Kid-a-Book campaign.

### REPORT OF THE LIBRARY DIRECTOR

In addition to the written report, Mark Morse reported a revision of the Policy on Meeting Rooms would be coming to the Board in the future. Discussion of the use of trained "customers" to evaluate library service delivery was tabled for a time when the library has a development/marketing employee.

### FINANCIAL REPORT

The Board reviewed the September 2005 Financial Report. Board members asked for a report on grants received by this library and other comparable libraries.

### ACTION ON BILLS & CLAIMS

On a motion made by Bob Fraser and seconded by Jean Radtke, the Board unanimously approved the Bills & Claims for September 9-October 7, 2005, as well as the custodial and payroll Bills & Claims for September.

### STATISTICAL REPORT

The Board reviewed the September Statistical Report.

## BUILDING RENOVATION AND PARKING

The Board reviewed the parking study presented by Ayres Associates. Ann Schell, Senior Transportation Planner for Ayres Associates, was present and answered questions. Mary Jurmain made a motion to form a parking committee to continue investigating library parking improvements. The motion was seconded by Barb Dickey and passed unanimously. Board President Mike Stacy appointed Jean Radtke, Bob Fraser, Barb Dickey, and Mary Jurmain, Chair, to the new committee. Bob von Haden agreed to contact Public Works Director Brian Amundson to discuss the City's plans and timetable for downtown parking development.

Barb Dickey made a motion to move forward with the interior library renovation as approved to date, without any changes to the building exterior. Renovations to the exterior could be explored at some future date, but not as part of the current refurbishing. The motion was seconded by Kathie Schneider and passed unanimously.

## 2006 OPERATING AND CAPITAL BUDGETS

The Board reviewed the status of the 2006 operating and capital budgets.

## INTERLIBRARY LOAN ACTIVITIES

The Board thanked Assistant Director John Stoneberg for his report on interlibrary loan activities.

## COMMENDATION

On a motion made by Mary Jurmain and seconded by Bob von Haden, the Board unanimously approved a commendation for the Friends of the Library on the success of their book sales.

## POLICY ON CIRCULATION OF MATERIALS

Bob Fraser made a motion to amend the Policy on Circulation of Materials to allow pick up of reserved items by a customer's family member or agent. The motion was seconded by Bob von Haden and passed unanimously.

## DIRECTIVES

Mary Jurmain made a motion, seconded by Sue Olson, to commend staff for a job well done providing the Library Stakeholder event. The motion passed unanimously.

## ADJOURNMENT

On a motion made by Bob von Haden and seconded by Susan Savolainen, the Board unanimously approved adjournment of their meeting.

Julie A. Gast  
Business Manager