

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, March 16, 2006, at 7:45 am in the Board Room of the Library. The following members were present: Dickey, Fraser, Jurmain, Olson, Radtke, Schneider, Stacy, Von Haden, and Wisner.

**MINUTES OF PREVIOUS MEETING**

On a motion made by Bob Fraser and seconded by Kathie Schneider, the Board approved the minutes of their February 16, 2006 meeting.

**LIBRARY DIRECTOR 2006 PERFORMANCE GOALS**

This item was deferred until the April Board meeting.

**REVISED ORGANIZATIONAL CHART**

On a motion made by Kathie Schneider and seconded by Sue Olson, the Board approved the revised organizational chart on a vote of 7 yeas and 1 no.

**APPROVAL OF INITIAL ARCHITECTURAL PLANS FOR BUILDING IMPROVEMENT**

Library Director Mark Morse told the Board the various options for self check-out will be ready for presentation at the April meeting. After discussion, Kathie Schneider made a motion to move forward with the \$3.3 million building renovation project. This motion was then withdrawn. Bob von Haden made a motion to approve the basic concepts of the architectural plans presented in this packet, subject to four conditions: an acceptable fund raising plan is developed, options for self check-out are reviewed and discussed at the next regular Board meeting, a suitable plan is developed for the 5000 extra square feet in the lower level, and increased operating costs are kept within acceptable levels. The motion was seconded by Jean Radtke and passed unanimously.

**CAPITAL FUND RAISING CAMPAIGN**

There is a special meeting of the Board of Trustees later this afternoon to discuss a capital fund raising campaign for the library and to discuss requesting taxpayer funds for a portion of the costs of building improvements and expansion.

**COMMITTEE REPORTS**

Library Board President Michael Stacy deferred the Personnel Committee report to later on the agenda, since the Committee Chair, Don Wisner, was detained by another meeting.

Distinguished Service Award

Committee Chair Barb Dickey reported Cleo Powers was recommended to the Board as the recipient of the 2006 Library Distinguished Service Award. Kathie Schneider made a

motion to approve the recommendation of the Distinguished Service Committee. The motion was seconded by Bob Fraser and passed unanimously.

Barb asked trustees to get names of people to her who may want to serve on this committee in the future.

Mary Jurmain made a motion to ask the Board to select by vote, what type of memento to give to the person selected for the annual distinguished service award. The motion was seconded by Sue Olson and passed unanimously. The Board then voted to provide a plaque on a vote of 6 for a plaque, 2 for a medallion, and 0 for flowers.

#### Planning Committee

The Planning Committee finished drafting major goals and is now working on objectives to accomplish these goals. A draft will be brought to the full Board when completed.

#### Transportation Committee

Mary Jurmain reported the efforts of this Committee were to publicize current parking options and obtaining information from various sources regarding parking. They may possibly conduct a parking survey.

#### Personnel Committee

Don Wisner joined the Board meeting and reported the Personnel Committee was working on updating the Library Director's job description and 2006 performance goals, and was obtaining information from other sources on evaluation instruments. Mark Morse indicated he would be comfortable if the 2006 performance goals were approved in April, rather than by March 31.

#### REPORT OF THE PRESIDENT OF THE LIBRARY BOARD

Board President Michael Stacy asked that this item be deferred to the April meeting.

#### REPORT OF THE FRIENDS OF THE LIBRARY

Kathie Schneider mentioned the following: a booksale is coming up in April; the Friends annual meeting is on April 5 at 7 pm with local author and Friends member Cathy Sultan speaking; the Friends approved all the requested gifts funds for 2006; and the Friends are eager to consider a request to help fund the capital campaign for building renovation.

#### REPORT OF THE LIBRARY DIRECTOR

There were no additions to this report.

#### FINANCIAL REPORT

The Board reviewed the February Financial Report.

#### BILLS & CLAIMS LISTING

On a motion made by Bob Fraser and seconded by Bob von Haden, the Board unanimously approved the Bills & Claims for February 10-March 3, 2006, as well as the custodial and payroll claims for February.

## REVIEW OF MONTHLY STATISTICS

The Board reviewed the February Statistical Report.

## STAFF PRESENTATIONS

Sharon Price, Technical Services Manager, gave a presentation to the Board regarding what the department does, staffing, and other information. Human Resources Manager Laura Miller gave a report on the status of filling the Reference Services Manager position. Three interviews are scheduled.

## INCLUDING MORE INFORMATION IN THE LIBRARY BOARD MINUTES

Jean Radtke will bring a sample to the next Board meeting showing what items she would like included in the minutes of the Board.

## DIRECTIVES

Bob Fraser asked that the Library Director have the vegetation trimmed along the riverbank by the library.

Kathie Schneider made a motion, seconded by Mary Jurmain, to ask the Library Director to work with staff to develop a plan to appropriate the 5,000 square feet made available in the building renovation plan, and then present that plan, with rationale, to the Board at the April meeting. The motion passed unanimously among those present and voting.

Board President Michael Stacy asked trustees to read "*Finding the Blood in the Turnip*", an article from American Libraries. He also indicated the next regular meeting of the full Board will be at 7:00 am, April 20.

## ADJOURNMENT

Barb Dickey made a motion, seconded by Kathie Schneider, to adjourn the meeting. The motion passed unanimously among those present and voting.

Julie A. Gast  
Business Manager