

Minutes of the Board of Trustees
William F. Laman Public Library
January 14, 2019
10:30 AM

The Board met at the Main Branch in Room 126 at 10:30 a.m. Those present were Ms. Crystal Gates, Executive Director; Ms. Vicki Matthews, President; Mr. Charley Baxter; Ms. Joyce Brewer; Ms. Kim Drake; Ms. Valerie McLean; and Mr. Sonny Rhodes. Ms. Esther Crawford was absent. Motion Mr. Baxter, second Ms. McLean to excuse Ms. Crawford's absence. Motion carried unanimously. Also present: Ms. Kyly Plumlee, Ms. Stacy Purdy, Mr. Richard Theilig, and Ms. Fredonna Walker. There were no public comments.

Motion Mr. Baxter, second Ms. McLean to keep the present officers for 2019. Ms. Matthews declined. Motion Mr. Rhodes, second Mr. Baxter to postpone officer elections for approximately ten minutes to give everyone time to consider potential nominations and service. Motion carried unanimously.

Upon review of the previous minutes, Ms. Matthews noted that she would like an addition documenting her disagreement with using Service account funds to cover operating expenses. It was noted that COLA increases are paid from the Operating account and merit pay was paid from the Service account.

Ms. Matthews asked for an executive session to discuss personnel matters. Motion Mr. Rhodes, second Mr. Baxter to enter executive session to discuss personnel matters. Motion carried unanimously. Motion Ms. Brewer, second Mr. Rhodes to exit executive session. Motion carried.

Motion Mr. Rhodes, second Ms. Brewer to nominate Ms. McLean for President and Ms. Crawford for Vice-President for 2019; Ms. McLean requested Ms. Matthews to continue to chair the remainder of the meeting; and Mr. Rhodes noted that change of officers would be effective for the February meeting. Motion carried unanimously.

Ms. Gates reviewed the financial report, and all present discussed it. Ms. Gates will provide a breakdown of continuing education, training, and travel expenses for 2018 at the next meeting to highlight how that fund is allocated. Ms. McLean requested that spreadsheets have their headers frozen for easier viewing. The board requested that Ms. Karen Scott, NLR Finance Director, attend the next board meeting to discuss the 2017 audit report. Motion Mr. Baxter, second Ms. Drake to approve the financial report. Motion carried unanimously.

Ms. Gates reviewed the statistical report. Motion Mr. Baxter, second Ms. Drake to approve the statistical report. Motion carried unanimously.

Ms. Gates presented the director's report. Her PTO balance is 254.32 hours; staff earned a total of 1,157 hours of continuing education during 2018. She announced the Friends group has received a membership in NAIER for supplies that can be used on youth programming, including our outreach program, which supplies may be purchased at a savings of 80-97%. Ms. Gates discussed the consideration of obtaining sharps containers for public restrooms, including the library reaching out to other city departments for partnership opportunities. She reviewed the

national conversation regarding the storing and use of Narcan at public libraries. She will continue to monitor that conversation and experience of other libraries before recommending a policy to address such medicine being made available at the library. She presented the requested forecasted budget and the requested service budget for 2019. In other news, the library has a table for the 2019 Annual Chamber Banquet, and Ms. Gates will need to know who plans to attend the dinner.

Upon consideration, review of the amended letter, and further conversations with her contacts, motion Ms. McLean, second Mr. Baxter to recommend that the proposed letter to Mr. Jones not be sent. Motion carried unanimously.

Upon a cursory review of the 2017 audit, the board reiterated their desire for Ms. Scott to attend the next meeting.

Ms. Gates provided an update on plaza work, including the attempt to find the fountain leak, the work already provided by the Parks Department, and a verbal agreement between the Library and Parks to handle plaza matters under the terms initially outlined in previous board meetings. Motion Mr. Baxter, second Ms. Brewer to authorize Ms. Gates to not send a letter to Mr. Hartwick regarding the plaza. Motion carried unanimously.

Motion Mr. Baxter, second Ms. McLean to set regular meeting dates for 2019 to be the second Monday of each month. Motion carried unanimously.

Ms. Gates reviewed the public relations information submitted to area media. The library will be closed on January 21st in observance of Martin Luther King, Jr. day. Upcoming events include Art Walk at Argenta on Friday, January 18th from 5-8 p.m. The next regular board meeting will be held on Monday, February 11, 2019, at 10:30 a.m. Ms. McLean was thanked for her willingness to serve as President of the Board.

With no further business to discuss, motion Mr. Baxter, second by Ms. Brewer to adjourn. Motion carried unanimously.

Crystal Gates, Secretary