

## **Tuscola Public Library Board Meeting- November 20, 2012**

**Board Members present:** Deb Follett, Dorothy Voyles, Joan Sutherland, Randy Bergeson, Devon Nau, Darcey Helmick, Jason Braaten, Bill Englehardt, Dianne Kauffman and Librarian Karyn Applegate and Lori Anderson.

Devon made a motion to approve the minutes of the October meeting as presented. Jason seconded and the minutes were approved.

### **Librarian's Report:**

1. Black Friday movie will be the Disney movie "Brave"
2. Christmastown –Library will host events from 3-4 and show a movie at 4 pm
3. Library won the Chamber Thanksgiving luncheon table decoration award
4. Computer tables are finished and installed with a little wiring left to accommodate some changes in how computers are arranged (see Old Business)
5. An estimate has been sent to the City for a one-time expense for lighting, shelving and furniture relating to new computer installation
6. Furnace will be fixed November 21<sup>st</sup>
7. Water fountain is out of order and it will be determined if parts are available to fix it or if it should be replaced
8. Staff continues to weed out collections, the children's room is next

### **Bills**

Deb made a motion to pay the bills, Darcey seconded, motion passed.

### **Budget**

Randy went over budget information. With 50% of the fiscal year elapsed budget expenditures are at 47.5%.

### **Old Business**

1. City has requested an itemized listing of Library staff with salaries
2. New sub has been hired and is being trained. Per previous discussions regarding compensation for subs Dorothy made a motion that pay be set at minimum wage, Devon seconded, motion passed.
3. Computer/Reading Room update—adjustments were made to computer arrangement due to light from window

### **New Business**

1. Connecting Generations—Dorothy reported on the program that she attended at Lakeland College. She felt it was a worthwhile undertaking with training being provided by Lakeland on working with senior citizens. There is a grant program associated with the program and if we participate we would be eligible to apply for the grant. Dianne made the motion that we proceed with the program, Joan seconded and motion passed.
2. Karyn asked us to consider setting up a policy regarding parents' usage of childrens' cards when their card privileges have been suspended due to fines, etc. After considerable discussion it was decided to table any decision pending further research and consideration.
3. A motion was made by Deb and seconded by Bill to pay Christmas bonuses to the staff in the same amounts as last year, \$60 for part time employees and \$125 for full time. Motion passed.

4. Dorothy asked Deb, Darcey and Bill to serve as a search committee with her as we proceed with the search for a new librarian.
5. For the transition time between Karyn's leaving and the hiring of a new librarian Lori Anderson has graciously agreed to assume further responsibilities. A new staffing schedule has been set up for the interim period, books have been pre-ordered for December with Richard and Lori handling the intake of those new volumes. Lori has been trained on ordering materials, prepping for Board meetings and daily operations with Karyn available for consultation. Karyn and Bryan Penne have set up programs through the Spring.

.

**Adjourn**

Jason made the motion to adjourn, Darcey seconded and motion passed. Next meeting December 11<sup>th</sup> to pay bills.