

Tuscola Public Library Board Meeting-September 17, 2013

II. Board Members Present: Dorothy Voyles, Randy Bergeson, Darcey Helmick, Bill Englehardt, Joan Sutherland, Jason Braaten, Deb Follett, Devin Black, Lori Anderson

III. Consent Agenda

- a. **Minutes**-Darcey made a motion to approve the minutes of the previous meeting, Bill seconded, motion passed
- b. **Bills-Randy** made a motion to pay the bills as presented, Deb seconded, motion carried
- c. **Financial reports**-Randy reviewed the Balance Sheet and Budget numbers. With 34% of the fiscal year elapsed, 30% of the budget has been spent

IV. Reports

- a. **Programs**- 16 participants in a Family Movie Night showing of 'Epic', 12 and 13 participants in September story times
- b. **Weeding**-working on Biographies, also Adult Fiction, Inspirational, mystery and Westerns have separate large print sections now
- c. **Personnel**-Devin reported that all employees are now back to work
- d. **Connecting Generations**-laptop has been received, Devin has contacted TCHS and Connecting Generations will be continuing. Going forward sessions will be held in the computer lab
- e. **Memorials**-Devin has developed a form to track donations and make sure that all memorials are handled and acknowledged
- f. **Job Descriptions**-have been written
- g. **Newsletter**-Devin passed around latest version
- h. **Computers**-Some are being moved around
- i. **Homecoming Parade**-TPL participated and passed out bookmarks. Thanks to Lori for her hard work on this.
- j. **Website** has been updated to include Board Agendas and Minutes dating to 2012
- k. **Forms Developed**-We now have a Meeting Room Request application and a Purchase Order
- l. **Statistical Summary, Circulation Statistics and YTD Statistical information was discussed**

V. Old Business

- a. **Painting Update**-4 people came in, 2 submitted bids. Randy made a motion to hire Kerry Kincaid to do the work, Darcey seconded, motion carried

- b. Per Capita Grant requirements-**SWOT analysis forms were filled out by staff and Board members**

VI. New Business

- a. **Pass Policy #s** 210-Material Selection Policy, #240 User Services Fee schedule, #250 Donation Policy,#310 Hours of Operation, #320 Lost and Found Items, #330 General Rules of Conduct, #331 Safe Child Policy, #340 Use of Library Space for Postings and Handouts-Devin has reviewed and updated all of these policies. Randy made a motion to adopt all policies as presented, Jason seconded and motion passed.
- b. **Rotary Grant**-Randy reported that the grant for Kindle readers is coming to us. We will purchase 5 regular readers and one that reads to the user. We will put a label on each identifying it as being “Donated by Rotary”
- c. **Jason** reported on a visit his family made to Bookworm Gardens at UW-Sheboygan. Children’s book themes were used to create areas within the garden. Jason thought we might be able to adapt something similar on a small scale at our Library in the summer.

VII. Adjournment

Upon completion of the agenda items Jason made a motion to adjourn, Bill seconded, motion carried.
Next meeting will be Tuesday, October 15