

Lodi Woman's Club Public Library
Meeting Minutes: January 13, 2020

1. PRESENT: Groves Llyod, Jelinek, Heskin, Gajek, Clark
ALSO PRESENT: Alex LeClair
ABSENT: Smith-Gallagher, Hunt, Zavoral, Griffin
Call to order 5:37
2. CORRESPONDENCE/DIRECTOR'S REPORT: The Board acknowledges Dan Hackett for his volunteer work trimming the library's landscaping in preparation for winter. Circulation is generally declining; 4,723 circulation of print materials; 14 new cards issued. Bathroom toilets are easily clogged; plumber called 1/8/20; new toilets would provide better customer service. New interior plants as memorial to Carol J. Pudlas. Podcast project underway; 2 interns; high school Chemistry 2 class involved. Seeking intern for summer library program, but no applicants. 2019 Giving Tree funded \$960 toward new materials. Census volunteer will be here recruiting new workers. Renovation project: ceiling tiles installed in Program and Conference rooms; drywall, carpet, painting underway.
3. MINUTES FROM DECEMBER 16, 2019 MEETING: Motion Heskin, second Gajek to approve minutes from December 16, 2019 meeting. Motion passed.
4. FINANCES/TREASURER'S REPORT: Total WRB funds: \$24,261.70. Total SCLS funds: \$238,100.67. Report will be amended when SCLS report is available. Motion Clark second Gajek to approve treasurer's report. Motion passed.
5. PRESIDENT'S REPORT: Consultant Ann Zanzig is offering the library a reduced rate to work on a library strategic plan. Zanzig proposes facilitating a 90-minute discussion at our March meeting, followed by a meeting to devise an action plan for a mission, vision, and strategic plan. Motion Gajek, second Heskin to approve up to \$1200 from Board Funds to have Zanzig provide a planning consultation if SCLS is unable to provide the same services for a lower cost. Motion passed.
Annual achievement conversations with staff will take place in January; Gajek and Clark will work with Groves Lloyd to facilitate an achievement conversation with Alex LeClair in early February.
6. FRIENDS REPORT: N/A
7. FINE FREE INITIATIVE: Discussion of pros and cons of eliminating fines. Tabled until next month.
8. SAFETY & SECURITY UPDATE: A panic button has to be paired with an alarm system (rather than just cameras); total cost would be around \$2800, with \$700 in annual fees. Motion Heskin, second Clark to fund from Board Funds the initial installation costs up to

\$3000 for the alarm, cameras, and panic button. Annual fees will be funded from the operating budget. Motion passed.

9. CLASS AND COMPENSATION: Lloyd Groves has requested that we reissue the job questionnaires for the class and compensation study to all the staff in order to ensure that staff are classified properly and paid in accordance with city standards.
10. NAMING RIGHTS AND DONOR RECOGNITION: tabled until February
11. DISCUSSION OF CURRENT STRATEGIC PLAN: tabled until February
12. 2020 BOARD MEETING DATES: December meeting changed to December 14 due to the holiday.
13. ADJOURNMENT: Motion Heskin, second Gajek to adjourn at 6:53. Motion passed.