

Lodi Woman's Club Public Library
Meeting Minutes: May 20, 2019

1. PRESENT: Long, Ostrander, Griffin, Groves Lloyd, Cline, Zavoral, Hunt, Heskin, Lindsey Gajek, and Jessica Clark.
ABSENT: Jelinek, Smith-Gallagher ALSO PRESENT: Alex LeClair
2. INTRODUCTION OF NEW BOARD MEMBERS: Lindsey Gajek and Jessica Clark
3. DIRECTOR'S REPORT: Continuing the move forward with strategic initiatives. \$17,000 from Goeres family contributions to be used for updating meeting space and building technology. 3 new computers purchased, new bar code scanner ordered. SCLS fixed printer. Laurie recently trained Becky, Jodi and John on cataloging. How-to document created for Wiki. Re-cataloging planned for picture books and graphic novels. Blu-Rays and CD's shifted to shelving. New storage laid out for board games. Bulletin board hung to post employee rights, staff announcements, etc. Window coverings removed to increase natural light in library. Prizes for summer reading programs purchased, daily programming to begin in June and run through August. Photo policy is now posted on public announcement board in front entrance. Initiated 1,000 books before kindergarten program. Call rollover is now working. Quote requested from Charter for phone service. Alex to look into upgrading to cordless phone sets with potential Bluetooth technology and will present proposal at June meeting. Copier needs to be replaced, Alex to look into options. Currently hiring for two library page positions. Communitree is installed outside of building. Alex looking into alternative energy opportunities to reduce utility usage.
4. LIBRARY BILLS: To be approved in Treasurer's Report.
5. MINUTES FROM APRIL 15, 2019 MEETING: Motion Groves-Lloyd, second Heskin to approve minutes from April 15, 2019 meeting. Motion Passed.
6. CHAIR'S REPORT: Community Forum email will be sent to forum participants. Copies to be printed and posted at library desk and shared on website. Tutor.com usage needs to be evaluated. Cost is currently \$4,000/year, paid by Columbia County.
7. TREASURER'S REPORT: WRB Checking account balance, Money Market balance, Endowment WRB balance, SCLS endowment balance, and supplemental fund balance shared with the board. Motion Groves-Lloyd, second Zavoral. Motion passed.
8. BUDGET COMMITTEE REPORT: Discussed meeting with Town of Lodi.
9. GOERE'S FAMILY DONATION: \$17,000 donated by Bob Goeres and family. Funds designated for purchase of new chairs, tables and updating library technology. Discussed naming the renovated space and hosting community reception.
10. NOMINATING COMMITTEE REPORT: Incoming officers –
Library Board President: Ann Groves-Lloyd
VP: Ron Hunt
Treasurer: Neil Heskin
Secretary: Christina Smith-Gallagher
Motion by Griffin to adopt the slate as presented, seconded by Heskin. Motion passed.

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11. FRIENDS OF THE LIBRARY: Donated \$2,800 for summer reading program materials and prizes. Discussed connecting walk/run fundraiser with summer reading program.

12. NEW POLICY DISCUSSION: General records retention schedule crafted by DCPI with recommended time for retaining all records found in a library. Recommendations to be revisited at June meeting. Library card and materials used policy revision: If under \$100 and over 10 years old fines get wiped off record. New policy for library card usage to be to be discussed and approved at June 2019 meeting. Proposed new policy: photo ID or 2 forms of verification. Board bylaws need to be updated to reflect changes to budget committee and executive committee creation.

13. DISCUSSION OF LIBRARY INTERN: Jessica Madey mentioned she would like to stay through the end of summer. Motion Groves-Lloyd, second Zavoral to continue library intern through the end of summer with cost not to exceed \$2,700 to be paid by library board funds. Motion passed.

14. ETHICS CODE REVIEW AND SIGNATURE: Reviewed and signed by those present.

15. ADJOURNMENT: Motion Groves-Lloyd, second Heskin to adjust at 7:25 p.m. Motion passed.

Respectfully,

Kendra Griffin