

Lodi Women's Club Public Library

Meeting Minutes: July 15, 2019

1. PRESENT: Zavoral, Heskin, Groves-Lloyd, Jelinek, Gajek ABSENT: Smith-Gallagher, Hunt, Griffin, Clark ALSO PRESENT: Alex LeClair
2. CORRESPONDENCE/GUESTS: Julie Ostrander, City of Lodi Director of Administration
3. DIRECTOR'S REPORT: Good month for circulation; 75% increase over last June's program attendees; preschool story time very popular; "lucky day" option for new books is brilliant; improved magazine display; new book stickers; magna-qubix at check-out desk; stain in storage room will be addressed; received \$5000 grant from Rotary for community room renovations; new chairs have arrived; held successful staff meeting for team-building and planning.
4. LIBRARY BILLS: Motion Heskin, second Zavoral to approve check in amount of \$7510.04 for bill for chairs. Motion passed.
5. MINUTES: Motion Heskin, second Gajek to approve June 17, 2019 meeting minutes. Motion passed.
6. PRESIDENT'S REPORT: Will schedule new member orientation; in need of another budget committee member; Kurt Hossman is willing to facilitate the next forum, possibly to be held the second week of September
7. TREASURER'S REPORT: Total WRB funds \$39,543.83; SCLS funds \$232,379.92. Motion Zavoral, second Gajek to approve treasurer's report. Motion passed.
8. BUDGET COMMITTEE REPORT: working on funding formula; discussion of beginning from scratch on next year's budget.
9. DISCUSSION OF LIBRARY HOURS AND EMPLOYEE HOURS: The desk is covered, but it would be beneficial to have more overlap by adjusting the schedule or hiring another 10 or 20-hour worker. Alex proposed that we consider closing at 7:00 Monday through Thursday and at 6:00 on Friday. Will continue to track usage; consider surveying patrons before changing hours.
10. PHONE CONTRACT: Switching to Charter will save over \$100 per month the first year.
11. SIGNING OFF ON DIRECTOR'S TIMESHEET: Ann Groves-Lloyd will sign Alex LeClair's timesheet every other Friday, with Neil Heskin as back-up.
12. PATRON RESPONSIBILITY, BEHAVIOR, AND CONDUCT POLICY: Discussion of need for a policy regarding unaccompanied children under the age of seven who are not monitored (so that staff can contact parents when appropriate). Policy review by Board is necessary.
13. STUDY ROOM POLICY: Discussion of removing tables and changing Board Room to a study room. Motion by Groves-Lloyd, second Heskin to authorize remainder of Goeres grant money to be used to replace existing furniture in Board Room. Motion passed.
14. COMMUNITY ROOM RENOVATION: \$900-1100 quote for painting; \$3599 quote for carpet. Complete report next month.
15. ADJOURNMENT: Motion by Heskin, second Zavoral to adjourn at 7:40. Motion passed.

Respectfully submitted,

Amy Jelinek

