

Pine River Public Library District Board of Trustees

Meeting Notes

January 21, 2016

Meeting was called to order at 6:25 pm

Roll Call: Valerie Borge, Russell Burwell, Cheryl Clay, Abbie Wyler, Diane Gardner, Shelley Walchak and Don Mooney

Approval of minutes and/or reports

- a. Additions/Deletions to the agenda: Don Mooney was added as being in attendance at the December meeting.
Approval to the minutes was moved by Val and seconded by Don.
- b. Monthly Treasurer's Report: Presented by Shelley
Moved to approve the treasurer's report by Abbie, seconded by Valerie

Communications from audience

- a. There were no representatives from the Friends of the Library

Information Items

- a. Director's Activities – Shelley
 - °A new bookshelf was added, also took one from the children's department to the adults'
 - °Received \$6,000 in grants last month, applied \$3,000 to the Steam program
 - °Received \$10,000 from e-rate
 - °The first annual report will be released on the website on March 1
 - °Finished audit last week, we'll talk about it at the March meeting. We're doing well.
 - °Programming is successful, Steam is going great!
 - °Electronic time sheets also going well
 - °Language data base (Mango) and Tumblebooks are new additions
Note: Come to our Mango party on March 23!
- b. Snow day Closures
 - °Library was closed when the school district is closed
- c. Update on Xeriscape
 - °We're required to get two bids. Shelley is meeting with Brian White who has a plan. She'll let us know next month. We've had our first bid from Josh Muzzie.
- d. Annual Information
 - °see above
- e. Audit Information
 - °Included in discussion items

Discussion Items

- a. Financial Management Policy
 - °We need to be thoughtful about the money we have in a CD. Keep 3 months minimum in reserve for operating funds
 - °We looked at the existing Financial Management Policy and Procedure. Valerie suggested that only the portion under Fund Balance needs to be updated. Tonight is the first reading.
- b. Capital Campaign
 - °Purpose is to enclose patio
 - °Boys and Girls Club wants to partner with the library with programming 3:30 to 6:00. There was discussion about the need for more space for tables and technology. Should we embark on a fundraising campaign? Vaughn Miller from Boys and Girls Club will be invited to next meeting. Shelley will look into grants and cost.
- c. March meeting changed
 - °From March 17, 2016 to March 10, 2016.
- d. New Board Members
 - °Laura Hokanson will take Valerie's place as treasurer after April meeting. Board Vote in February.
- e. Collection Agency Policy
 - °First look, suggestions were made for changing the name to Collection Agency Policy and adding that the customer will be notified they may be turned in to a collection agency.
- f. Letter to the Board regarding Budget
 - °Mr. Ehmann is concerned that we only spend 5 percent of budget on the collection. Shelley is going to add \$1,000 to the collection budget and try to increase yearly.

Action Items

- a. Review the 2015/2016 Budget
 - °Will be submitted to DOLA next week
 - °Motion by Valerie seconded by Don to approve changes to budget submission
- b. Approve the Meeting Room Policy
 - °Moved by Russell and seconded by Abbie to approve with changes

Adjournment

- a. 8:20 pm