

Wabasha Library Board of Trustees
Meeting Minutes – August 9, 2010

The meeting was called to order by President Kennebeck at 4:30 p.m.

Present: Trustees Borg, Carrels, Gillespie, Gosse, Heimstead, Kennebeck and Tentis and Library Director McCaughtry

Borg moved approval of the minutes of the previous meeting. Gillespie seconded, and the motion was carried unanimously.

Gosse moved approval for payment of bills as presented by McCaughtry. Borg seconded, and the motion was carried unanimously.

New Business:

Summer Reading Program Report and Bookmark Contest Vote – Library Assistant Bev Hall reported on the 2010 Summer Reading Program. There were 253 children enrolled, and they turned in 323 charts. Gillespie asked whether there had been sufficient funds for the summer program. Heimstead pointed out that the practice of purchasing children's books with some summer program donation funds complicates the answer to this question. McCaughtry stated that \$1,651 had been donated for the program, and all but \$120 had been spent at that point; expenditures included \$563 for books. Trustees selected the winning bookmarks from those submitted, and the cost of printing a supply of those bookmarks will come from the remaining funds.

Old Business:

- a. Self-check-out Information – McCaughtry sought more information on the Board's position regarding self-check-out equipment. By consensus, the Trustees confirmed that the Library should not spend money on this equipment now.
- b. Substitute Library Assistant Posting and Job Description – Six applications have been received. The job description for the position is still not finalized, and therefore the pay rate is also not yet known. Nevertheless, the Personnel Committee (modified temporarily to consist of Kennebeck, Gillespie, and Heimstead) agreed to meet later in the week to review the applications.

Director's Notes:

- a. McCaughtry commented on the status of the 2010 budget, in particular the office supplies line item. She noted that the cost of spine labels and book covers has inflated this item, along with increased copier-related costs.
- b. She informed the Trustees that dividends of \$283.56 from the Moline Fund have been transferred to our account at SELCO.

Director's Notes (continued):

- c. She announced that a volunteer has offered to teach the use of Facebook, and this opportunity has been scheduled for Thursday, September 23.
- d. She reminded the Trustees that the Friends of the Library have scheduled a book sale on Saturday and Sunday, September 25 and 26, during Septoberfest. The Friends are seeking suggestions for the use of sale proceeds. Possibilities that were mentioned included additional shelving (although this could be paid for from Doffing funds), a new back door in the storage area, and the Overdrive capability described at the last meeting.

Trustees Concerns:

Gillespie distributed a written statement about the Trustees participation in the City's 2011 budget development process. He noted that it is the Trustees' responsibility to insure that we are getting enough funding from the City and County to maintain the Library's services. He urged that we submit to the City a Library budget for 2011 that funds services at the 2009 level and then actively participate in the budget process to insist that our needs are met.

Heimstead offered a different perspective. She stated that Gillespie's proposal was a valid approach much of the time, but that the City and the County are currently experiencing severe economic stress and are not likely to respond positively to the strategy right now. Instead, she believes we need to be creative and proactive in determining how to maintain Library services with less money. For example, one possibility might be to reduce the Library Director's hours in order to achieve a significant cost savings.

McCaughtry said that this notion was not surprising to her, and that things are changing along those lines at libraries everywhere.

Borg agreed that we will need to look at all options as we go forward.

Gosse said that in the past the Library Directory created a proposed budget, then the Finance Committee suggested changes, and then the Trustees voted on it. It was decided that the Finance Committee (expanded for this purpose to include Gillespie along with Gosse and Borg) will meet later this week to do work on the 2011 budget.

Gosse moved to adjourn. Borg seconded, and the motion was carried.

Next Meeting: Monday, September 13, 2010, 4:30 p.m. at the Library.

Respectfully submitted,
Lenief Heimstead, Secretary