

WABASHA LIBRARY BOARD OF TRUSTEES

MEETING MINUTES -May 13, 2013

The meeting was Called to Order by President Tentis at 4:30 p.m.

Present: Trustees Hampe, Oie, Marx, Schjolberg and Tentis and Library Director McCaughtry.

Absent: Trustees Borg and Kropp

Approval of Minutes: Motion by Marx, second by Schjolberg, unanimously approved.

Approval of Payment of Bills: Motion by Schjolberg, second by Marx, unanimously approved.

Old Business:

Trustee Manual - as part of the revision of manual, a new mission statement for the Wabasha Public Library was approved. Motion by Hampe, second by Marx, unanimously approved.

(a copy of the new mission statement is available from the library director)

Next month's assignment: read and prepared to discuss short and long range plan.

Architect's report. Motion by Marx, second by Schjolberg to begin work on first column. Marx will meet with repairmen to develop a plan for repair of all columns. Unanimously approved.

Board will look into funding for next phase of repairs at future meeting.

Library will be closed for inventory. Volunteers will work with staff on inventory.

New Business:

Mary O'Brien made a presentation to the board on the value of a self-check-out machine. A new machine will cost approximately \$5,900.00 Motion by Marx, second by Hampe to purchase new Check-out machine using funds from library reserve fund(line 591) and donations from the

Friends of the Library. Unanimously approved.

2014 Budget draft - McCaughtry stated that city advised her to anticipate a 25% increase in health insurance in 2014 and that city workers (including library personnel) may get a 1.5% wage /salary increase. Board feels that no reductions are taken from lines 590 and 413. Motion by Schjolberg and second by Hampe to keep funding of these two line items the same as 2013 budget.

Library Director's Notes:

There was a theft from the library on Saturday April 23rd. The cash drawer was pried open.

Approximately \$40.00 was taken. Police think the thief may have hidden in the library at the end of the day.

The library will participate in the community's "read-in".

Donations we accepted from

Memory of Jake Abbott Memorial - \$250.00

Kellogg Fire Dept. Relief Assn. - \$200.00

Kathy Geraghty - \$100.00

Doffing Foundation - \$2500.00

Trustees Comments

Schjolberg asked if personnel committee could get personnel performance forms to look over before evaluations begin.

Adjournment: 5:55 p.m. Motion by Marx, second by Hampe

Respectfully submitted,

John J. Hampe, Secretary