

Columbia Public Library

Board Meeting

August 8, 2017

The August meeting of the Columbia Public Library Board was called to order by President Dan Brutton at 7:00. In attendance were Cindy Waldemer, Chris Trowbridge, Dan Brutton, Annette Bland, Shane Watson, Kathleen Habermehl, Rodney Schreckenber, Barry Krizan, and Diane Stechmesser.

1. **Approval of Minutes** Motion was made by Kathleen Habermehl and seconded by Barry Krizan to approve June minutes. Shane Watson made motion to approve July minutes. Barry Krizan seconded. Both motions passed.
2. **Public Comment** No one present for comment.
3. **Treasurer's Report** Treasurer Rodney Schreckenber reviewed the Library's Fiscal Year 2017/2018 report from the City. Diane Stechmesser motioned to approve report and Chris Trowbridge seconded. Motion passed.
4. **Approval of Current Bills** After Board reviewed bills from June and July, Shane Watson made motion to pay bills. Diane Stechmesser seconded. Motion passed.
5. **Correspondence** At the June meeting, Annette Bland informed Board of receiving check from the estate of Lucille McKinney. Kathleen Habermehl made motion to deposit check in the Columbia Public Library Memorial Endowment Fund. Shane Watson seconded. Motion passed.
6. **Old Business** Director Annette Bland informed Board that interviews for the **Circulation Clerk/Programmer position** had been completed. She stated that she and Assistant Director Crystal Snyder felt the best candidate for the position was Kara Richeson. Barry Krizan made motion to approve hiring. Cindy Waldemer seconded. Motion passed. Annette is still gathering information about the use of the library as a **severe weather shelter**. She will be contacting Monroe County Emergency Management next. The **Open Meetings Act (OMA)** requires Board members to receive training to be compliant with this law. Board members are to give Annette a copy of certificate when completed. Also, the **Freedom of Information Act (FOIA)** requires three staff members to be trained. One Board member will also complete this training.
7. **New Business** Annette informed Board of **Per Capita** requirements for 2018 for Trustees. These included reviewing chapters 1-5 of the Trustee Facts File Third Edition, continuing education focusing on safety in the library, and learning about services provided by the state library literacy program. The Board discussed the **Christmas holiday break** and will continue this discussion at later meeting. Annette shared a flyer Crystal had prepared for fall programs. She is very pleased with the job Crystal has done with the **library programs** since being hired. There were 62 summer programs with 1428 attending. **July circulation stats** were listed. The **new logo** for the library is ready. Discussion for its use include for letterhead, sign on the exterior of library, and on outdoor bench. This bench would be dedicated as a memorial to long time Board member Tom Schwartz. Because of recent vandalism in area, Kathleen Habermehl suggested placement of **security cameras** behind library building. Further discussion will be planned.
8. **Adjournment** Kathleen Habermehl made motion to adjourn, seconded by Diane Stechmesser. Motion passed. Meeting was adjourned at 7:45.

Diane Stechmesser