

Columbia Public Library
Board of Trustees Meeting

April 9, 2019

The April meeting of the Columbia Public Library Board was called to order by President Dan Brutton at 7:05. Those in attendance included Shane Watson, Kathleen Habermehl, Dan Bruton, Diane Stechmesser, David Jackson, Annette Bland and Chris Trowbridge.

1. **Approval of Minutes** The minutes of the February and March meetings were reviewed. Shane Watson made a motion to approve minutes. David Jackson seconded. Motion passed.
2. **Public Comment** No requests were made to address the Board.
3. **Treasurer's Report** Library Director Annette Bland reviewed report with Board. There has been more money spent on purchase of books, but total budget is under
4. for the year. Kathleen Habermehl made motion to approve February and March reports. Diane Stechmesser seconded. Motion passed.
5. **Approval of Current Bills** Chris Trowbridge made motion to approved paying February and March bills. Shane Watson seconded. Motion passed.
6. **Correspondence** Annette Bland read letter from Jesse White, Secretary of State, awarding Columbia Public Library a FY2019 Illinois Public Library Per Capita Grant in the amount of \$13,585.00.
7. **New Business**
 - Budget for 2019-2020 Library Director Annette Bland reviewed proposed budget with Board. This included additional equipment to be purchased, salaries, exterior building improvements, cleaning services and conferences. After discussion the Board suggested addition of quantity on equipment to be purchased and including fascia repair, landscaping, and pressure washing to the budget. Shane Watson made motion to approve revised budget with additions. Kathleen Habermehl seconded. Motion passed.
 - Year End Report Shane Watson made suggestion that Library Director share an end of the year report with the City.
 - Cleaning Service Due to increased expenses, the cleaning service is raising their price \$300 a month. Increasing price to \$200 a month with window cleaning cut to bimonthly was another option. Board recommended the \$200 option. This decision can be revisited if needed. Kathleen Habermehl motioned to increase cleaning service payment by \$200 per month. Diane Stechmesser seconded.
 - Non-Resident Fee 2019/2020 The fee was set at \$85 per year for non-resident library patrons. Motion to approve this amount was made by Diane Stechmesser and seconded by David Jackson. Motion passed.
 - Library Card Program Fourteen cards have been sponsored by the Friends of the Library to date.
 - New Hire Caitlin Bromberger has given 2-week notice. A new staff member will be hired in near future. Caitlin has agreed to continue her work on Instagram account part time.
 - Roof Repair The City Engineer is moving forward with bids for roof. Repairs should be started in May.
 - New Bench This should be in place this summer.

Patron Annette Bland discussed a patron who was upset with what she felt was rude behavior by staff member. Annette discussed with Board how this situation was handled.

Trustee Training Board was made aware of training session in Edwardsville, IL on Sat. May 11. If interested, Annette can take care of registration.

Mouse Races The Rotary is sponsoring this event on Saturday April 27.

Stats 7079 items circulated, 285 new items

8. **Adjournment** David Jackson made motion to adjourn meeting. Kathleen Habermehl seconded. Meeting ended at 7:45. Next meeting Tuesday May 14.

Diane Stechmesser
Secretary