

Columbia Public Library
Board of Trustees Meeting
December 10, 2019

The December meeting of the Columbia Public Library Board was called order by President Dan Bruton at 7:00. Those in attendance included Cindy Waldemer, Barry Krizan, Dan Bruton, Annette Bland, Chris Trowbridge and Diane Stechmesser.

1. **Approval of Minutes** Chris Trowbridge made motion to approve last month's minutes. Cindy Waldemer seconded. Motion passed.
2. **Public Comment** There were no request to address the Board.
3. **Treasurer's Report** Annette Bland reviewed report. The bulk of the Real Estate taxes have come in. Some items on report are higher because they are paid once a year. Diane Stechmesser made motion to approve report. Barry Krizan seconded. Motion passed.
4. **Approval of Current Bills** Cindy Waldemer made motion to pay bills. Diane Stechmesser seconded. Motion passed.
5. **Correspondence** The General Not for Profit Corporation Act was signed. Payment will be made.
6. **New Business**
 - Print Policy This has been tabled to January meeting.
 - Minimum Wage Board reviewed information on how the increase will affect the budget in 2021.
 - Additional Security Camera After discussion, the Board approved funding for an additional camera at front entrance and any additional cost to adjust camera at rear of building. Barry Krizan made motion to approve funding. Diane Stechmesser seconded. Motion passed.
 - Copy Machine The current lease agreement will terminate in March. Da-Com has been selected to replace and service machine at a savings of approximately \$100 per month.
 - Elevator Library Director Annette Bland is currently negotiating price with Kone Elevator. She is also reaching out to Otis Elevator for a bid.
 - Friends of the Library The Gingerbread House event sponsored by Friends was a huge success.
 - Employee Accident Crystal Snyder is still recovering from last month's shoulder injury.
 - Santa Sundays There were 160 participants at the past Sunday's event. Plans are in the works for 2020.
 - Patron Issue Another incident occurred with teen who was previously banned for a month from library. The Library Director requested permission that in these situations of repeated offenses, she had authority to ban patron for 6 months. Diane Stechmesser made motion to allow this ban after repeated offences. Cindy Waldemer seconded. Motion passed.
 - Board Orientation Library Director and Board reviewed and discussed Per Capita Grant requirements Trustee Fact File Chapter 14 Trustee Continuing Education and Appendix A, B, C, D, E, F, and G.
 - Christmas Lunch Barry Krizan suggested providing lunch for library staff. Annette Bland will set a date and take orders. A budget of \$300 was set. Cindy Waldemer made motion to approve expenditure. Chris Trowbridge seconded. Motion passed.
 - Stats for November Items Circulated 6741, New Items 236
7. **Adjournment** At 7:45 Diane Stechmesser made motion to adjourn. Cindy Waldemer seconded.