

**MINUTES OF A LIBRARY BOARD MEETING
HELD IN THE COUNCIL CHAMBERS
December 1, 2016**

The meeting was called to order by Chairperson Hansen at 6:04 pm.

Board Members attending: Director Oryall, Assistant City Manager Marker, Cindy Bird, Jennifer Hansen, Amanda Jeffs, Katie Blake, Jay Talbot & Maggie Fechner. Cindy Knuth was absent from this meeting.

Invocation or Special thought

Vice Chair Blake offered the invocation

Chair's Report

Nothing to report

Secretary's Report

Nothing to report

Treasurer's financial report

Nothing to report

Library Director's Report

Budget is fine and on schedule, circulation is down a little but always down in November.

Board Member Talbot asked the director how it compares to last year and was answered that it was the same, even though an actual report was not run but could be if he liked. Chairperson Hansen asked if it this report is based on circulation of books that go out? Director replied that it is based on the percentage of circulations that goes up or down, three times through the year we do a reference week and add it up and average it, which ends up pretty consistent.

A new program was started called the Nutty Professor, which went fantastic! People at the school kept getting calls thinking that it was held there. It was so popular we had to add another session and split the group. At the first session how flying works was explained and the kids built paper airplanes and could fly them off the balcony in the library, which was a hit. The next one will be Building Bridges with Popsicle sticks, which the kids voted on doing. Flyers were sent this week for the upcoming one.

The Director stated that she went to opening of library in Hilldale, and how the library has really changed the community for the better.

The Director said that she is thinking of changing the library system to an open source program. The maintenance will be a little higher in cost, but some may be covered in a LSTA grant. We would change everything to higher numbers (than our 4-6 number system) which is now more standard. However this would be a big conversion, having to change every book number and patron record. She would

write in money for extra staff to do that, and do the startup on a new system, one round a year and aim the budget towards getting some new items like cards. The last conversion was when the library changed from the Dewey system to the Bisac to be more up to date. As the community grows this will be something that will have to change to support our larger population. Bywater is a conversion company for the system that I'm considering and with 2 or 3 employees working on it, it will probably take about 4 months. She is talking with the state library to see what they also suggest. She would like to get this added into the budget for the year, and try to implement it in the winter months when circulation is slower.

Committee Reports

None to report

Correspondence, Communications, and Public Comments

None to report

Unfinished Business

Santa fundraiser will be held tomorrow, Board Member Fechner has the coloring pages, Asst City Manager Marker will print the fireplace backdrop, chocolate bars Director Oryall will bring up tomorrow along with crayons and candy canes at the library. The Board will decorate at the close of this meeting, which will end early to accommodate that.

New Business

Approve November minutes.

Vice Chair Blake moved to approve the previous months minutes, Chairperson Hansen seconded, all approved.

Asst City Manager Marker said that there will be a meeting with the department heads and a budgeting meeting will be held. This would be an opportunity for the Library Board to have some input or suggestions of what the library needs or wants, and to think about this and think of things they may need.

Other

Next Meeting

January 5, 2016 at 6:00 pm

Adjournment

At 6:28 pm Chair Hansen motioned to adjourn, Board Member Fechner seconded, and all in favor, the meeting was adjourned at 6:28 pm.

Jennifer Hansen, Chair

Jennifer Wagner, Secretary