

**MINUTES OF A LIBRARY BOARD MEETING
HELD IN THE COUNCIL CHAMBERS
October 6, 2016**

The meeting was called to order by Chairperson Hansen

Board Members attending: Dennis Marker, Cindy Knuth, Cindy Bird, Jennifer Hansen, Maggie Fechner, Katie Blake.

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

Assistant City Manager Marker reviewed the treasurer's report due to council member changes. He reported that the library was already at 20% of the anticipated revenue for the year.

It was explained to the board that the library is not self-sustaining that it is through the cities general funds and they receive \$13,000 quarterly. He explained expenses and payroll. Expenses are at 33%, but with payroll coming out soon it will go up. Training and travel, supplies are at 41% which is normal for the library budget at this time of year.

He explained that Director Oryall has consistently stayed within budget every year and closed her budget early and on time.

Library Director's Report

Director Oryall not available due to training out of town

Committee Reports

Chair Hansen asked if we have a committee. Asst. Mngr. Marker explained that the library board can create a group to help with library fund raisers, or just policies, they can create any sub committees they want.

Correspondence, Communications, and Public Comments

Nothing to report

Unfinished Business

Nothing to report

New Business

-Vice Chair Blake moved to approve July and September minutes, this was seconded by Chair Hansen and all were in favor.

-Discussion of vacant seats on the board (Chairperson & Treasurer), nominations were made and approved for Jennifer Hansen as Chairperson, Katie Blake as Vice Chair and Cindy Knuth as Treasurer. They will be sworn in at the next board meeting.

-Discussion of fundraisers. It was decided to have a Santa story time.

Chair Hansen will find the Santa and he will either be paid through the library or with a donation gift basket

Dennis and Katie will both look into photographers

Decision made to have the fundraiser in the City Bldg. basement room, Dennis scheduled

Date will be a Friday in December (the 2nd) 4:30-6:30?

Decisions to discuss will be amount to charge, treats, and what will be in the drawings (gift cards, baskets, books, etc.)

Advertise at the schools, Facebook, newsletter and any other place as necessary

-Dennis showed the board plans for the new city hall/ library. It was decided that the board would go on a library tour so they can have input on the new building. Monday the 17th they will schedule to go to the Springville and Mapleton library to see their layouts and a little of how a library works. Also at next meeting it was suggested to go over to the library the last 15 minutes of the regular meeting to have a some procedures shown to them.

Other

Next Meeting

November 3, 2016 at 6:00 pm

Adjournment

At 7:00 pm Chair Hansen moved to adjourn and Vice Chair Blake seconded, the meeting was adjourned.

Jennifer Hansen, Chair

Jennifer Wagner, Secretary

