

## January 13, 2022 Board Meeting Minutes - DRAFT

In attendance: Emily Wheeler, Steve Derrick, Linda Young, Charlotte Brennand, Jenny Lyman, James Britsch, Heidi Taylor, Janean Huppi, and Joni Kartchner.

Emily Wheeler, chairperson, welcomed everyone to the meeting. Janean Huppi, a certified school librarian, is joining the board pending her appointment by the city Council. Heidi Taylor is the new Public Services librarian. Joni Kartchner is the new City Council Representative to the Library.

Steve voted that the board accept the November 2021 minutes as amended by Linda, and Charlotte seconded. All voted in favor.

### Friend's Report

Charlotte Brennand, Liaison to the Friends, reported that Lisa Wilcock replaced Lyndsay Peterson as president of The Friends.

### Budget Report

Linda Young, Treasurer, reported that the City Council had approved the 2023 budget schedule. Budgets are due to Alan Luce on March 30<sup>th</sup>. The Board will need to approve the new budget at the March Board meeting. The financial actuals for the years 2019 through 2021 were provided to help in the budget approval process.

An analysis of the December financial report shows a potential increase in revenue of \$66,375 over the budget submitted last year including \$10,723 increase in tax revenue, Friends donation of \$50,000, and a potential increase of \$5,600 in non-resident fees in part due to closure of the Logan Library. James reported that the Friends intend for their large donation to go to the new library fund. Expenses in many accounts are higher than anticipated for this point in the year. Expenses could exceed the budget by as much as \$23,000 if the current trend continues. However, the additional revenue will cover these overages.

James reported that the library staff will stop ordering from the book supplier, Ingram, in March to avoid going over the collections budget as Ingram is always late in invoicing. They will order from other suppliers with short turn-around times. He also noted that next year's Thorne Endowment may be reduced by \$20K to \$30K to save for the new building.

Charlotte moved that the board accept the budget report as presented by Linda. Steve seconded. All voted in favor.

### Director's Report

James introduced Heidi Taylor as the new Public Services librarian and spoke highly of the positive impact she is making in the library.

Heidi reviewed current events at the library and encouraged the Board to go to the website to view the extensive offerings available. The events are well attended with excellent feedback.

James reported that he is hiring two new pages and one page has been promoted to clerk. Training is held once a month with focus on customer service and use of the services provided by the library. Board members were invited to attend the training. He reported that morale is good at the library and the staff is functioning well.

Joni Kartchner gave an update on the new city center development. Design West was chosen as architect of the development including landscape. Phase 1 is construction of new city offices with a ground breaking planned for the spring. Phase 2 includes the community center with a large event space and children's library. This phase also includes renovation of the library. Phase 2 will require extensive funding raising. Joni will ensure that James is involved in the planning of the community center and library update.

As the library building is aging, problems are occurring that will need facilities action.

Action Item: the roles of the Board, the City, the Friends, and the Library are unclear and cause confusion and frustration. The Board took an action to prepare a document defining these roles more clearly.

Steve motioned and the board voted to enter a closed session to discuss the character, competency, or health of library personnel.

Following the closed session, the meeting adjourned.