

Eaton Public Library
Board of Trustees January 9, 2019 Meeting Minutes

Present:

John Isbell - President
Dave Sloan – Vice President
Julie Finn – Secretary
June Gustafson - Trustee
Marlene Richter – Trustee
Maureen St. Peter – Trustee

Staff: Brenda Carns, Library Director

Call to Order. Declaration of a quorum. President Isbell called the meeting to order at 5:30 p.m., January 9, 2019 and declared a quorum.

2. Approval of the agenda. M/S – Vice President Sloan made the motion to approve the agenda. Trustee Gustafson seconded. Motion passed, no opposition.
3. Report of the President: President Isbell stated the majority of the meeting will focus on the EPL strategic plan. He also commended Director Carns and the staff for all of the work they have been putting into the library, as the library has been extremely busy lately. President Isbell reminded the board about the upcoming Fiesta being held on Friday, January 25th from 5:00 p.m. – 7:00 p.m. at the library and encouraged the board members to attend. President Isbell described his reasoning for adding to the agenda the section “Action Items”.
4. Report of the Friends of the Library: EPL Friends President Mary Vance was not able to attend the meeting, Vice President Sloan informed the board the Friends did not meeting in December, but their January meeting is scheduled.
5. Director’s Update: Director Carns included a detailed report in the board packet. Some topics touched upon: HB-19-104-8, please see attached, the Fiesta, the ESL programs, and other programs that have taken place at the library recently.
6. Approval of the Consent agenda. Vice President Sloan asked to have the minutes removed from the consent agenda. M/S – Vice President Sloan made the motion and Secretary Finn seconded. Motion passed, no opposition.
7. Items removed from the consent agenda. To make note for Director Carn’s increase in pay would show a 2% merit increase in addition to the 3% cost of living increase.
8. Old business:

- a. **Strategic plan review:** President Isbell started the discussion by asking the board if we are actively trying to meet our goals and tasks that have been set. The consensus was yes. The board discussed the EPL's community engagement and felt the Director and staff have a great relationship with the community. Director Carns will reach out to the Sertoma and PEO organizations to present at their respective meetings. The teen advisory program is doing well, and the special collections were also discussed.

The library continues to provide books to the police and fire department to give to kids in need as a comfort. Collaboration with the boys and girls club in Galeton is thriving. Once a week, Neal will pick up books from the book drop in Galeton. Samantha is working on having local authors visit the library. The board also discussed additional options for programs put on by the library.

The board commented on the good relationship the EPL has with the HPLD. Director Carns stated the EPL staff has the opportunity to participate in webinars, classes and conferences to further their library knowledge, and are encouraged to do so. Director Carns does not feel at this time the library needs to update any of the technology they currently have. She is looking into teaching programs/templates HPLD can provide. The board commended Director Carns and the staff for all the work being done with programming at the library.

The board discussed the marketing plan for the library and felt the advertising, social media and presence in the community were exemplary.

The library continues to work through general maintenance issues. The board felt there should be a maintenance plan for each season. President Isbell volunteered to help Director Carns create a chart in which to use monthly.

The staff did work with local police to train staff about safety in the library. Due to more meetings being held in the library, the board discussed extended hours may have to be explored, Director Carns did not feel this is necessary at this time.

Utilization of space is starting to become an issue, due to the amount of programming the library is providing to community. We may need to contact someone to help look over the library space and make sure we are using the space in the best way possible.

9. New Business:

- a. **Wireless Access Policy:** The board reviewed the policy and Vice President Sloan suggested to change HPLD to EPL. Trustee Richter made the motion and Trustee Gustafson seconded, motion passed, no opposition.

- b. Holocaust Memorial Observance Committee Request: The EPL will make a donation, but will need additional information for clarification. Director Carns will request the additional information from the committee.
 - c. Grant from PDC energy: The board was very grateful for the generous donation from PDC energy. The board and staff will investigate the best use for the donation.
10. Action Steps: The first action step, due in thirty (30) days is the use of the monies donated by PDC Energy. The second action step, due in sixty (60) days is to investigate the cost of having someone come to the EPL and help determine if the library is utilizing the space in the best way.
 11. Adjourn: M/S Trustee Richter made the motion to adjourn at 7:08 p.m. Trustee St. Peter seconded. Motion passed, no opposition.

Next board meeting: Wednesday, February 5, 2019 at 5:30 p.m.

Respectfully submitted,

Julie Finn, Secretary