

OSCEOLA PUBLIC LIBRARY BOARD OF TRUSTEE

Minutes of Regular Meeting: August 23, 2016

Members Present: Stephen Bjork, Marcia Dressel, Mike Salewski, Drew Wellumson, Amy Erickson Hagen, and Michelle Merritt

Members Absent: Julie Galonska

CALL TO ORDER: Bjork called the meeting to order at 6:02pm.

APPROVE AGENDA: Dressel/Merritt motion to approve agenda. Motion carried 6-0.

APPROVE MINUTES FOR JULY: Salewski/Dressel motioned to approve July meeting minutes. Motion carried 6-0.

CITIZEN'S COMMENTS: There were no citizen's comments.

DIRECTOR'S REPORT: McBride stated IFLS will be having numerous opportunities for training this fall and into the winter. She will be attending the WISL meeting later this month and will be presenting at in Duluth next month. Rebecca presented at the last Village Board Meeting, Bjork reported that went very well. The Cat Video Festival was well attended, ~250 people. Other groups may have been expecting more but overall pleased with the event. One highlight of the Cat Video Festival was the cardboard box area. All staff employees have been completed. Three students left for college this month and staff began training 3 new clerks.

MONTHLY FINANCIALS: Salewski mentioned unemployment issue remain unresolved. Stephen will talk to Joel; Kelly has been asking but the issue remains open. Salewski/Merritt to approve July financials. Motion carried 6-0.

MONTHLY BILLS: Salewski is mildly concerns projections for end of the year will higher than budget. There was a large book order (\$1100) however McBride reported that this will be the last for the year. Dressel questioned if one person does all book purchasing. McBride replied that currently yes, one person does all book ordering with staff input. Moving forward Rebecca will take over children's book ordering (hopefully by the end of the year). Salewski mentioned that annual spending on coffee is high, McBride also noted that and researched an alternative location that may be a cost savings. Salewski/Dressel motioned to approved the July bills. Motion carried 6-0.

PARTNER GROUP MEETING REPORT: Bjork reported that the meeting is tomorrow. It has been a challenge finding dates to meet.

SUMMER EVENTS WRAP UP: McBride reviewed expenses with the group and stated that continued soda sales and meat raffles income is not included on the document enclosed. Salewski noted that monthly financials doesn't match the revenue on the summary of summer events financials. Merritt asked for more detail about the licenses & karaoke, McBride reported it is the licenses that elevated the cost. Salewski questioned what can be done to align the Movie Under the Stars expenses with the revenue.

McBride noted that the library will likely need to get a new projector. McBride will see if the owner of the Bowling Alley will go in on a projector since they use it for football. McBride suggested that various business (possible industrial park) that could become sponsors to help balance out the Summer Event expenses.

PERSONNEL COMMITTEE UPDATE: Bjork reported the group is working on items independently and will be getting together next week to put it all in one package. He will email the information to the Board prior to the next meeting. If Board Members have objections they are asked to contact Stephen prior to the meeting. Bjork requested that the agenda be held to a minimum to allow the time necessary to complete the Director's review.

BUDGET PROJECTIONS: McBride reported the report has the current bills are included however additional revenue for the month is not. Salewski mentioned donations (general) will likely not hit projection based on current pace. McBride stated she will review. Bjork asked how the number was projected. McBride stated she took 6 months' value and doubled it. McBride reported there is at least \$1500 in donations but could be another \$500 on top of that. Salewski stated that regardless the budget numbers need to be reviewed. McBride agreed and also said meat raffles revenue will be coming in for the remaining months. Salewski noted that office supplies will be about \$2000 over budget. Salewski said what items can we control: hours of PT, books, supplies and as a Director, McBride needs to control the items that can be controlled. McBride noted that she did sent out note to staff regarding expense control, i.e. no more advertising, limit office supplies. Salewski indicated that travel also needs to be controlled. McBride noted that Joel and Rebecca both have travel planned for the year. Salewski noted that it is good we are having discussion now in August so we can control the controllable. Dressel expressed concerns about messaging to Donation Groups that may designate money go to programming and books which has now been cut off. The Director stated she will manage these discussions regarding past spending. McBride noted that Give BIG typically went into revenue stream however this year was the first year it all went to Friends of the OPL. She also mentioned that the Village notified her of possible increases in insurance rates which will impact the budget.

POLICY REVIEW: The board reviewed the Archive policy. Salewski/Wellumson motioned to table the review of the archive policy until the new facility was built. Motion carried unanimously. The board reviewed the Volunteer policy. Dressel/Salewski motioned to approve Volunteer policy as amended. Motion carried 6-0.

NEXT MEETING: September 21, 2016.

Bjork adjourned meeting at 7:55 pm.

Respectfully submitted,

Amy Erickson Hagen
Secretary, Osceola Public Library Board