



Board of Trustees Regular Session Wednesday, November 15, 2017

Present: Traci Black, Brent Gardner, Vicki Matsumori, Drew Pearson, Pepper Pehrson

Excused: Bobbi Henry, Nick Skene

Others: Kim Fong, Library Director; Traci Sutherland, Library Staff

1. **Call to Order:** President Black called the meeting to order at 6:30 p.m. She welcomed Brent Gardner as the newest member of the Library Board.
2. **Approval of Minutes**
The minutes of the October 2017 meeting were approved as written on a motion made by Pepper Pehrson, seconded by Drew Pearson. Voting was unanimous in favor.
3. **Public Comment**
None
4. **Financial Reports**
At 33% of the financial year, Library spending is mostly on track. Board members discussed the financial reports. Accounts showing a negative amount reflect the amount of money remaining to be collected. There was a discussion about credit card fees and patrons paying their fines online.

This month is the Food for Fines program where patrons can donate food for the Food Bank and receive up to \$5 in waived fines.

Vicki Matsumori made a motion to receive and file the financial reports. Seconded by Pepper Pehrson. Voting was unanimous in favor.

5. Board Reports

5.1 Budget Committee

A budget committee will be formed to discuss the next budget year, as well as the tax increase. The committee will recommend the final budget and tax increase to the City Council for their consideration. The budget would be submitted to City Council and the Mayor for their approval. Once approved by the City Council, the new budget would begin in July 2018.

There is currently a discussion of a city-wide tax increase which would include an increase for the Library. Current City Council members seem to be in favor of the increase.

President Black said that she thought that Nick Skene would be a valuable member on the budget committee. Brent Gardner said he would also be interested in serving on the committee. Drew Pearson will serve as a back-up member, if needed.

6. Director's Report

Director Fong reviewed information from the Rural and Small Libraries Conference she attended. One session she attended addressed building support in the community for a funding increase. She discussed effective ways for Board members to advocate for the increase.

7. Old Business

President Black suggested making the Library calendar on the website more accessible. She suggested a direct link to the calendar be available. It would be helpful to have direct links to events. Vicki Matsumori asked about the Library's social media presence. The Library has a Facebook page and an Instagram page.

8. New Business

8.1 Holiday Bonus Hours

As sort of a Christmas bonus, the Library has typically given employees "bonus hours". Full-time employees have an additional 4 hours off, and part-time employees can add 4 hours to their time sheet.

Vicki Matsumori approved bonus hours for Library employees, seconded by Brent Gardner. Voting was unanimous in favor.

9. Adjournment

There will be no Board meeting in December. The next meeting will be held January 17 at 6:30 p.m. President Black said she would accept a motion to adjourn. Pepper Pehrson so moved, seconded by Drew Pearson. Voting was unanimous in favor, and the meeting was adjourned at 7:50 p.m.

