



Board of Trustees Regular Session Wednesday, March 19, 2014

Present: Traci Black, Patricia Griffiths, Gamal Herbon, Holly Hult, Lois Holt

Excused: Valerie Harsh, Dianne Wiscomb

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

1. *Call to Order: President Herbon called the meeting to order at 6:30 p.m. and welcomed everyone.*

2. *Approval of Minutes*

2.1 February 2014

The minutes of the February 2014 Board meeting were approved as written on a motion made by Patricia Griffiths, seconded by Lois Holt. Voting was unanimous in favor.

3. *Public Comment*

There were no members of the public present at the meeting.

4. *Board Reports*

Traci Black reported on a Trustees training session that she had attended with Director Fong earlier in the day. Director Fong

distributed to other Board members a handout from the meeting with information about the "Trustee Center" on the State Library website. Director Fong talked to Board members about using videos available on the website for training for Board members. Lois Holt suggested that Board members watch the videos at home to discuss at future Board meetings. The Board training will be further discussed in the summer when new Board members are appointed.

Lois Holt made a motion that the Board enter into Executive session to discuss personnel matters. Holly Hult seconded the motion and voting was unanimous in favor. The Board entered into Executive session at 6:45 p.m.

Traci Black made a motion to close the Executive session and resume the regular Board meeting at 7:00 p.m. Lois Holt seconded the motion and voting was unanimous in favor.

5. Financial Reports

5.1 February 2014

Director Fong reviewed the February 2014 financial reports. At 67% of the financial year, the Library budget is 59% spent.

Lois Holt made a motion to receive and file the finance reports, seconded by Traci Black. Voting was unanimous in favor.

6. Director's Report

Director Fong presented Power Point Director's report. There were 3 Request for Proposals for the ILS system submitted to City Hall. The staff narrowed it down to 2 systems to review. The 2 vendors, TLC (The Library Company) and Polaris will be coming to the Library to do presentations for the staff. Director Fong briefly

showed Board members two library websites, one using TLC and another using Polaris. She invited members of the Board to attend the staff presentations. Board members discussed the terms of the contracts, contracts signed for the new ILS system will first be reviewed by the City Attorney's office.

Director Fong also reviewed the new "flat" employee organization chart. There are now several "teams" of staff members. She discussed the responsibilities of each team and how communication would take place between the teams.

7. Old Business

7.1 Library Security

Since last meeting's discussion of staff safety with Sgt. Higgins, the panic buttons at the Circulation desk and the Children's desk have been fixed and are connected to the police. Also, a security camera system was purchased and some of the cameras have been installed.

8. New Business

None

9. Adjournment

President Herbon said he would accept a motion to adjourn. Holly Hult so moved, seconded by Lois Holt. Voting was unanimous in favor and the meeting was adjourned at 7:35 p.m.