

## **Western District Library Board Minutes February 25, 2019**

### **Call to Order**

The meeting was called to order at 6:30 pm by President Jan Gustafson. Those present were Kathi Parrish, Maryan Wherry, Candace Swihart, and Sue Routt. Also in attendance was Director Jennifer Ryder. Absent were Jeanine McGaughy and Rod Ward.

### **January Minutes (dated 2/1/19)**

January meeting minutes were reviewed. Sue noted Jeanine's name referenced where should have been Candace. Candace moved the minutes be approved as amended, Maryan seconded. Voted and approved.

### **Communications**

- Jennifer showed board members the 2018 Business of the Year plaque awarded to Western District Library by Main Street Orion.
- Jennifer shared thank you note from Blind Date with a Book winner Karen Dixon for the MSO gift certificates she received.

### **Reports**

#### **Treasurer's Reports**

Treasurer's report for January was presented and reviewed. Jennifer mentioned payroll was a bit higher because both she & Don were paid for the month. No changes noted. Voice vote was held, 5 approved, 2 absent.

#### **Circulation Reports**

- Jennifer shared January circulation report, as well as revised November & December reports, based on what she learned about how to capture the numbers as had been done before.
- She questions whether to continue e-read service, based on limited usage (total 13 items checked out in January). Cost is \$430/year. Board members commented it's much harder to use than OverDrive, so it's likely that other patrons have experienced difficulty as well.
- Jennifer mentioned that a slightly higher payment for OverDrive provides availability of more popular items, so she's considering that.
- Because music CDs are rarely checked out (15% of inventory checked out over 6 months), Jennifer has decided not to purchase any more music CDs, will gradually whittle the selection, retaining more popular selections. She will research Hoopla, which includes movies, books, and music.

#### **Program Report**

- Blind Date with a Book was a success: 45 of 50 selected adult books and 5 of 10 YA books were checked out, and total of 41 bookmarks were returned for the drawing. One of the Chess Club members drew the winning name, which was Karen Dixon, who received \$42 in MSO gift certificates. Karen, who is new to Orion, shared that she loves WDL and tells family & friends. She said she had fun with the Blind Date.
- Ten adults attended McGuffey's book club discussion of Willie Nelson's biography, It's A Long Story. Next book will be John Steinbeck's Cannery Row.
- Because of extreme weather in January, children's programs were reduced in number, but participation continues to thrive. CONNECT sessions were also limited due to weather, but total of 11 youth attended. Jennifer intends to work with Nancy & Georgia to create more active programming for the group in future months.
- Future programs include coffee talk, an Ireland travelogue, a book folding program, marionettes, and Leslie Goddard as Eleanor Roosevelt.

#### **Committee Reports**

No committees met, but personnel and long range planning committees will plan meetings soon.

## **Old Business**

- Jennifer presented 3 price quotes for carpet cleaning. Board discussed, decided to accept the quote from Cooper Floor Covering, the least expensive of the three.
- Jennifer asked the board to consider general policy for use of accrued leave during extended leave of absence for employees. Her experience with previous employers and polling a couple other libraries indicate accrued sick and vacation leave must be used first, then remainder of time is unpaid. Candace found reference material saying that employer can elect either this practice or leave the decision to employee. After extended discussion, board tabled a final determination, in order to research more fully. Personnel committee will meet and create policy accordingly.
- Coulter grant funds have been committed for use on OverDrive, teen books, and marionette program and thank you has been sent.

## **New Business**

- Jennifer requested that personnel committee meet (see notes in old business section). Committee members will select a date to meet before next month's board meeting.
- Jennifer presented proposal for acquisition of time management software to replace paper sign-in log for patron use of library computers, in order to minimize creation of unnecessary records which could potentially violate patron privacy. The software would provide statistical data and allow staff to terminate sessions for patrons who abuse library policy. Software fee is one-time cost of \$227.40. Board concurred with this decision since cost can be covered in budget.
- Above referenced proposal also outlines alternative for current manual computer backup process via purchase of external storage device to be connected to all staff computers. This would provide protection of data from ransomware attack and allow use of password-secure drive for Director to store sensitive information. Jennifer will further research use of online backup service, which is purchased as subscription.
- Jennifer also proposed digital signout of HotSpots and chromebooks, again to reduce unnecessary records. To catalog in Prairie Cat, checkout time needs to be 7 days, rather than current 4 days. Based on Jennifer's conversation with staff, this would not create a hardship for patrons. Only WDL patrons will be allowed to check out.
- After reviewing current WDL policies, Jennifer developed a schedule for updating various ones, which she provided to the board.
- Jennifer raised question of six month plan for her in her position as Director, also requested meeting with long range planning committee, which will be scheduled before next fiscal year starts in July.
- Food for Fines program will be held in April for Library Week, April 7-13. This will allow patrons to bring in non-perishable food items for food pantry to alleviate overdue book fines they owe.

## **Closed Session**

No closed session.

## **Other Business**

No other business.

Maryan made motion to adjourn, Sue seconded. Voted, approved. Meeting adjourned.

Respectfully submitted,  
Kathi Parrish, Secretary