

**FONTANA PUBLIC LIBRARY BOARD MINUTES  
SEPTEMBER 24, 2014**

The meeting was called to order by President Genie Murphy at 10:08 a.m.

**MEMBERS PRESENT:** Ann Catlow; Mary Kay Frazier; Genie Murphy; Dolly Schneidwind; Tom Whowell; Cindy Wilson

**MEMBERS EXCUSED:** Village Trustee Bill Gage; Joseph McHugh; and Mary Ann Pearce

**OTHERS PRESENT:** Nancy Krei, Library Director

*Nancy thanked the Board for changing the Board meeting date to the 24<sup>th</sup> because she had an emergency with her Mom. She also expressed her heartfelt thanks and appreciation to Jodie, Susan, Norma, Kathy and Jenny for all that they did to get the library ready to re-open on September 15 after being closed for the carpeting project. She also thanked them for working extra hours on short notice the week of September 15 through 20.*

**Motion by Whowell/Schneidwind to approve the minutes of August 20, 2014 carried without negative vote.**

**Motion by Schneidwind/Whowell to approve the September, 2014 Village and Gift Account bills, with approval in advance of the Frontier Telephone bill, and to accept the August, 2014 Petty Cash Report carried unanimously.** Donations were received from Milly Ferris, Linda Cohn Freeman, and Sally Johejack Minicuci.

**Carpeting Project update:** Nancy reported on the project timeline. The library was closed September 6 through September 14. On September 6, Nancy and the Library Staff packed up the computers, children's books, and DVDs. Public Works moved all furniture and shelving in record time on September 8. The Carpet Corner crew installed the carpeting on September 9 and 10. Public Works moved the furniture and shelving back in place on September 11. The Library Staff worked September 12 and 13 to put the collections back in place. It was chaotic for a while but the staff did an excellent job getting the library ready to re-open. Nancy reiterated her thanks to the Library Staff for all that they did, especially when she was unable to be there the week the library re-opened. She also had high praise, and expressed her thanks and appreciation to Ron Adams and his Public Works crew for all their hard work. They were wonderful, and the project could not have been completed without them. Nancy wanted the Board to treat Ron and his crew to lunch as a thank you for all they did. After a brief discussion, Cindy made a call to Ron to see what day worked best, and what menu choice was preferred. Nancy will make the arrangements and take bring lunch to the crew on Friday. Nancy also felt that the Library Staff deserved some extra recognition. In addition, she wanted to recognize Gordon Bottlemey, who volunteered many hours September 15 through 20, and has been very helpful to the library on numerous occasions. After another brief discussion, there was a **Motion by Schneidwind/Catlow to give the Library Staff Amazon gift cards, and to give Gordon cash and an iTunes gift card. Motion carried unanimously.**

**2015 Library Budget Workshop:** Nancy distributed the 2015 Budget schedule, Budget Memo, and proposed Operations Budget figures. The schedule is subject to change, but the library is scheduled to present its 2015 Operations Budget requests to the Finance Committee on October 2. Nancy would like as many Board members as possible to attend that meeting. Due to some financial constraints such as bridge repair, that the Village needs to address in 2015, the Budget Memo directed all departments to keep their requests in line with 2014 levels. Nancy's Budget figures for the 2015 Operations Budget were the same as 2014, with one exception. Carpet Corner submitted a quote to carpet the remainder of the library. Carpeting is badly needed, especially now since part of the library has the new carpeting, and the public has noticed the difference. After some discussion, the Board agreed that the library's 2015 Operations Budget should remain at the 2014 level in all categories but one. They felt strongly that the Budget should also include a Capital Outlay Expense line item with the carpet quote, and an estimated amount for moving the shelving and materials. Due to the large number of shelving and materials, the project would not be able to be done by the Public Works crew. Additional discussion ensued, and some options were discussed. Nancy will contact Carpet Corner to discuss options, and make some inquiries to find a company that specializes in moving libraries. **Motion by Whowell/Schneidwind to submit the Library's 2015 Operations Budget figures to the Finance Committee as discussed, with the addition of a Capital Outlay Expense line item for the carpeting project. Motion carried unanimously.**

**Lakeshores Report:** Nancy reported on the LAC Director's Council meeting held on September 9. Discussion centered on the SHARE transition plan, how overdue items between the two systems will be handled, and technology enhancements that Jim Novy has made. One of those involves the Favorite Author Club for adult fiction. Library users select their favorite authors from a list of best-selling authors. When that author has a new book released, the book will automatically be placed on hold for the user. This can be done from your home computer, or the in the library. The Annual Trustee/Librarians Dinner will be held on October 30.

**Director's Report:** Nancy reported on the staff meeting held on September 11 when the Library was closed for the carpeting project. It was held off-site at Jenny's house. Nancy thanked Tom, who generously paid for the sandwiches. Many topics were discussed. Among them was the carpeting project, the schedule for the next two days, and the plan for putting materials back on the shelves. The Young Adult collection will be interfiled among juvenile fiction, rather than in a separate section. Books on Audio CD will be moved from the back of the library to the front area by DVDs. The second Wednesday of the month has been designated as the date to have monthly staff meetings.

The Library Board discussed doing employee evaluations. The goal is to conclude them by Thanksgiving.

Nancy reported on the iPhone classes conducted by Gwenn Granquist. She has held two, and another one is scheduled for September 30. They have been very popular.

**Motion by Catlow/Frazier to adjourn at 11:50 a.m. carried without negative vote.**

**The scheduled meeting date is October 15, 2014**

**Respectfully submitted,  
Nancy Krei, Secretary Pro Tem**

Approved by: Fontana Public Library Board  
10/15/14