

# COLE LIBRARY BOARD OF TRUSTEES MINUTES

## JANUARY 16, 2018

PRESENT: Deb George, Cathy Boggs, Greg Cotton, Tracey Louwagie, Bob Meeker.

I. The meeting was called to order at 8:31 a.m. in Room 326.

II. The minutes were approved.

III. REPORTS:

A. PRESIDENT: Reminded us of the Facebook link called, "Library Matters" which features libraries from around the world.

B. PUBLIC LIBRARIAN:

1. Budget Update. The Mt. Vernon City Council will be working on its budget. Cathy will be in communication with the city to answer any questions the Council might have regarding the public library's budget request.
2. Tom Wieseler will be reappointed as the city's liaison member to the public library
3. Spring programming:
  - a. "Master Gardening" programs have been scheduled for four Mondays in February. They are free to attendees.
  - b. The author of a book about the Civilian Conservation Corp is planned for March.
  - c. "Take A Break" programming is set for the week of the school district's spring break.
  - d. Next fall, Cornell College will have a "Fall Break".
  - e. Parking Lot Policy: The Public Library will send a monthly schedule of events to the Campus Security. Event goers will then be able to park in any of the spaces in the parking lot without being in violation.
  - f. Sun Newspaper: The local newspaper has digitized its newspaper archive. The archive file is periodically updated. The cost to the Public Library is estimated to be \$1,750.

C. LIBRARIAN:

1. The financial report was reviewed. We are half way through the fiscal year. We have not yet received the county contribution.

D. MAJOR BUSINESS:

1. The library continues to update and improve the Web Site.
2. Board members, who agree, will have their contact information available to the public.
3. The board began to review its Personnel Policy, pages 9-14 in the handbook.
  - a. The board will review the "Principle Duties and Responsibilities" section for both librarian and assistant librarian, specifically considering whether that list can be condensed.
  - b. Examples of job descriptions from surrounding libraries will be obtained for comparison and perspective.
  - c. We will also talk about the Performance Appraisal Process hoping to make the process as smooth and painless as possible.

The next meeting is scheduled for February 20, 2018.

The meeting was adjourned at 9:32 a.m.

Respectfully submitted,  
Bob Meeker