

MORRISON-TALBOTT LIBRARY BOARD OF TRUSTEES

13 MAY 2019 MINUTES

The Morrison-Talbott Library Board of Trustees met on Monday, 13 May 2019 2019 at 6:30 p.m. in the library. President, Vickie Gardner presided. Trustees present included:

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| Vickie Gardner | P | Sharon Glessner | P | James Hopkins | A |
| Phillip Kelley | P | Andrew Mayer | P | Jared Nobbe | A |
| Kenneth Perkins | A | Judith Tomlinson | P | Rita Trantham | P |

Others Present: Elaine Steingrubey, Library Director and Ashlin Kujawski, citizen.

Andy Mayer moved to approve the agenda. Sharon Glessner seconded the motion. Motion carried.

There was no public comment.

Sharon Glessner moved to approve the consent agenda. Phill Kelley seconded the motion. Motion carried.

The Friends of the Library held a Book Sale the first weekend in May. While they were able to clear out some books and other items, we still have books downstairs, among other things which will need to be removed prior to the start of construction. Andy Mayer stated that he would forward an email to the WCUSD #5 teachers asking them to come and take any materials they would like to help move things out of the basement.

The library staff has been busy planning the Summer Reading Program. This year, rather than have individuals earn tickets to be placed in containers for prizes, the Library would like participants to read toward a "library goal". After some discussion, we would like the library goals to be a Lego table for the Children's Room, a bean bag chair for the "Teen" area and a coffee bar near the fireplace seating area.

In order for the coffee bar to be a goal, the policy prohibiting beverages in the library would need to be revised. The Board expressed some concern for allowing beverages in the library. On a daily basis people tend to bring beverages into the library – parents with children have "sippy" cups, people using their laptops and studying tend to bring in bottles of water. It is sometimes a challenge to keep up with the beverages brought into the Library. The Bylaws and Long Range Plan Committee will draft a revision to the appropriate policies which will guide the beverages allowable in the library.

Sharon Glessner moved to approval the Library Goals of a Lego Table, Bean Bag Chair and a Coffee Bar as a reward for achieving the Library Summer Reading Goal of 3500 hours read. Andy Mayer seconded the motion. Motion carried.

The Library has been awarded the Live and Learn Construction Grant to construct meeting rooms and restrooms in the lower level of the library and to renovate the staff area on the main floor of the library in the full amount. We received the contracts to sign this week. The Building and Grounds committee met on Saturday, 27 April 2019 to discuss the proposed construction project. Mike Schneider is working on some suggestions for and revisions to the plans.

Committee Reports:

Personnel: An offer has been made to an individual for the temporary part-time summer position. The Library is awaiting a response. The Library Director is continuing to work with City personnel with regards to the Children's and Youth Services position. The Library Staff was very appreciative of the recognition of the extra work they have been putting in during this time.

Budget and Finance: No Report

Building and Grounds: The Building and Grounds committee met on Saturday, 27 April 2019 to discuss the proposed construction project. Mike Schneider is working on some suggestions for and revisions to the plans.

Bylaws and Long Range Plan: The review of various library policies continues. The committee will draft revisions to the policies banning beverages in the Library.

Col. Morrison Home: The Committee reviewed the Shutter specifications and bid timeline. Bids will be opened on Wednesday 15 May 2019 at 2:00 p.m. The Board scheduled a meeting for Saturday 18 May 2019 at 9:00 am to review the shutter bids and award the contract.

The committee agreed to contact Nathan Krebel to see if money from the City Façade Grant could be used to purchase additional shutters.

The committee is working on repairs to the interior of the first floor and the development of a policy and rental rates for the use of the building with any funds received to be used for the maintenance and renovation of the home.

The Board discussed the possibility of requesting additional funds for the shutters on Col. Morrison's Home through the Façade Grant offered by the City of Waterloo. Rita Trantham volunteered to secure the grant paperwork for the library.

Rita Trantham and Ashlin Kujawski left the meeting at this time.

District Library: No Report

Ethics: No Report

Public Relations and Marketing: No Report

Technology: No Report

The next Morrison-Talbott Library Board of Trustees regular meeting is scheduled for Monday, 10 June 2019 at 6:30 p.m. in the library. Sharon Glessner made a motion, seconded by Phill Kelley to adjourn the meeting. Motion carried. Meeting adjourned at 7:19 p.m.