

MINUTES FOR ARTHUR PUBLIC LIBRARY BOARD

November 16, 2015

Present: President Pate; Trustees Allen, Miller, Randall, Yeakel. Director Alice Cisna. Absent Fritz

Meeting called to order at 6:30 p.m.

Minutes approved as read on a motion by Allen with a second by Miller

Treasurer's report approved on a motion by Randall, second by Yeakel.

Library Director's Report

1) Reviewed Chapter 5 of Serving Our Public 3.0 - Technology. Core standards are being met. Discussed the following listed on the technology checklist:

- a) staff will check on answering machine and outgoing message
- b) TTY service. have never been asked about but will look into it; staff could serve as a go-between for the service.
- c) While we may not offer regular workshops or classes, staff continually provides one-on-one instruction to patrons.
- d) We do review the internet acceptable use policy annually.
- e) e-rate discounts. Have not checked into these but Alice will do that to see if it would be useful.

2) Discussion of holiday hours. The library will be closed on Dec. 24th, 25th and Jan. 1. Jolene starts on Dec. 21. Decided that she will get paid for the holiday.

After the first of the year, Darci Peck will be the Saturday person on duty.

3) Cleaning staff and pay.

- a) added cleaning glass doors and mopping lobby every week to duties
- b) figured cleaning should take at least 5 hours per week. Alice has asked custodians to log their time and how long it takes to do each task.
- c) decided to re-evaluate next spring and compensate accordingly.

Bills were approved on a motion by Allen, second by Yeakel.

Committee report

Cost for LED lighting should be \$229 each (for two) plus \$90 labor for lighting on sign. A motion by Yeakel with a second by Miller was made to replace the lighting on sign.

Rod will fix the flag rope.

New business

A motion to accept Tax Levy Ordinance 11-16A-15 totaling \$182,950 was made by Randall with a second by Allen. Motion passed.

There will be an open house for Marilyn Allison's retirement on December 31 from 1-4 p.m. at the library.

Old business

Per discussion from last meeting the family that has been having meetings with social services at the library will be moving those elsewhere. They were interrupting library business. They have also agreed to pay for damages made to the library.

With no further discussion the meeting was adjourned by President Pate at 7:30 p.m.

Respectfully submitted,



Martha K. Yeakel