

Carroll County Public Library Board of Trustees
Meeting Minutes
August 16, 2013

- I. **Call to Order:** Chair Nick Marsh called the meeting of the Carroll County Public Library Board of Trustees to order at 12:00 noon. In attendance were Board members Jim Ellington, Gerda Wise, and Jama Snyder, Library Director Hillary Arney, Assistant Director Patricia Hersey, and Regional Librarian Charlotte McIntosh. Board member Greg Goff was not in attendance.

- II. **Review of Agenda:** See attached. Marsh questioned whether a new slate of officers should be elected. Arney and McIntosh responded that according to the by-laws, officers are elected to two year terms and that re-election on the off year is optional. Wise moved to retain the same slate of officers for the coming year. Ellington seconded the motion and the motion was approved.

- III. **Minutes of the Previous Meeting:** (July 29, 2013) Minutes were reviewed. A correction was made to Section VII. To read "10 cents per \$100.00." rather than "10 %". Wise made a motion to accept the minutes with the stated change. Snyder seconded the motion. Motion was approved.

- IV. **Treasurer's Report:** Presented by Arney. See full report attached. Ellington made a motion to accept the Treasurer's report. Snyder seconded the motion and the motion passed.

- V. **Regional Director's Report:** See attached report. McIntosh highlighted upcoming webinars to instruct library personnel regarding the changes to the Affordable Healthcare Act. Libraries will be instrumental in assisting the public with registration and questions.

- VI. **Director's Report:** Given by Arney. Increase in Overdrive check-outs are up 25% from last month and 75% from last year. Wise has been recommending the service to her teachers and plans to recommend to parents. Arney will talk to Leslie Sutherland to see if more children's titles can be added. An increase in use of Freegal was noticed after an article highlighting the service was printed in the newspaper. New teachers at the school will be approached to seek new users for outreach services. End Cap displays will be organized to create more interest in the stacks of the adult fiction and non-fiction areas of the library. Marsh asked if we could try to get the paper to print our new book list and also possibly a new children's book list.

Concrete pads are being prepared for under the picnic tables in the garden area to make it easier for mowers to maintain. The concrete will be poured on Monday or Tuesday of next week. The Library will host the regional PLANK meeting on August 27th. Arney has signed up for a class which will complete her para-professional certification this fall.

VII. **Old Business:** Arney presented the current stage of the Website redesign project for discussion. Suggestions were made which will be discussed with the designer. School links and a home page button to link to the children's catalog will be implemented. Marsh suggested that we get professional photographs of the staff.

We are waiting for Eric Carle to respond to the request for permission to use images from 'The Hungry Caterpillar' in our Children's area remodeling project.

A Budget amendment will be created for the next meeting to address the issue of carryover as recommended by the auditor. McIntosh gave information from KDLA about how to assess an appropriate amount to keep in reserve. An exemplary level of reserve includes salaries, benefits and operating expenses to last for 6 months.

VIII. **New Business:**

IX. Wise motioned to adjourn the meeting, Ellington seconded and Marsh adjourned the meeting at 12:53 p.m. Next meeting date: Monday, September 16, 2013 at 12 noon.

Respectfully Submitted,

Patricia Hersey, Assistant Director and Recording Secretary