

Indian River Area Library
Regular Board Meeting
DRAFT Minutes
October 17, 2017

- I. Call to Order 5:04 PM
Present: Patti Brown; Kathy Cole; Patty Hull; Amanda Baker; Mara Klco, Director; Kristina Moutrie (5:06 PM)
Excused: Sukey Stump

- II. Approval of Agenda
Motion to approve agenda made by Hull, with support by Cole. Approved by all

- III. Approval of Minutes:
Motion to approve corrected minutes from July 18 made by Hull with support by Cole. Approved by all. Motion to approve September 12 minutes made by Baker with support by Cole. Approved by all.

- IV. Financial Report
The financial report was slated to be moved to next session as it came out late, but after looking it over it was determined it did not need extra time. Motion to approve made by Cole with support by Baker, approved by all.

- V. Public Comment – Agenda Items
Kathy Campbell asked after travel expense on financial report for Magee which were for her ALA trip that had been reimbursed by grant

- VI. Friends of the Library Report
- Garden Tour changed to first Weds in August, North Star will choose 3 gardens. \$10 for tour.
- Library will hold Trick-or-Treating with story and candy, friends will reimburse.
- Klco will begin posting the FOL meetings in the weekly happenings.
- FOL will order the trophy for Battle of the Book when names are turned in. They will also decide what to do with extra books from last year. Some libraries keep and reuse them, some loan them out to other libraries, there are no specific recommendation from other libraries.
- Klco will participate in Christmas in Indian River story time.
- Possible fundraiser to include Adult Battle of the Book. FOL will pursue more information.

- VII. Old Business
a. Memorandum of Understanding with the Friends
Hull motioned to accept the Memorandum of Understanding as presented by the Friends with one change to state “THE BOARD agrees to supply Friends with support to assist Friends with newsletters and promotional materials” replacing the word “staff” with “support.” Seconded by Moutrie and passed unanimously.

- VIII. New Business

a. FOIA

Baker motioned to adopt the Freedom of Information Act Procedures and Guidelines with the following changes:

III.C.a.ii & III.C.a.iii – needs contact information

V.B.b.ii: Remove

V.B.b.iii: Fees shall not exceed current library costs per sheet of paper for copies of public records...

Support offered by Cole, passed by all.

Klco will update financial explanation sheet and post full policy

b. Copy, Print, and Fax prices

Klco recommended straight cost for copy and print: \$.20/bw, \$.50/color

Fax: \$1.50 first page, \$.50/page thereafter

Board agreed these prices should be adopted.

c. Credit Card Policy

Baker proposed a simple credit card policy be in place for cards for library use. Cole motioned the policy be adopted with change to item 2.a. to allow for two names on the card, the Indian River Area Library Executive Director and one user to be appointed by the Board. Hull supported the motion and it passed unanimously.

IX. Director's Report

a. Updates on Events

- Overdue forgiveness, Saturday, November 11

Tech Updates:

Common Angle Quote covers 3 new computers as well as system update, Hull/Cole

Magazines: updates to check out policy and what magazines are carried

Public Comment:

Cole asked after Juvenile Non Fiction usage numbers and ways to encourage it.

Karen Hill mentioned FOL have completely cleaned and organized the basement book room and planned for book sale shelf in the library.

Hill also encouraged patience in attracting new patrons to the library as people learn of new staff.

Cole thanked staff for all their hard work.

Kathy Campbell asked if Open House would conflict with Veteran's Day

- Look into a library camera and be sure to take pictures of kids trick or treating

- Update all computers to start fresh

Adjourn: Baker/Hull 6:25

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