

Butler Library Board Meeting

December 12, 2018

Time meeting was called to order – 6:00 pm

Members present – Jenni Thorpe (President), Jodi Kessel Szpizar (Director), John Schauker, Roger Benjamin, Paul Kasdorf, Tom Sardina, Andrea Van Gompel and Charlene Benjamin.

Members absent – None

Persons desiring to be heard: None

Minutes read – Yes, Paul made a motion to approve the November 2018 minutes, this was seconded by John. All were in acceptance except for Tom, who abstained.

Communications – Jodi thanked Jenni, Charlene and Carol Zuba for helping to decorate the tree.

Finance report – The finances are in good shape. John made a motion to accept the November 2018 expenses of \$10,350.36, this was seconded by Charlene. All were in acceptance.

Directors report – The weeding of the children's and adult fiction books is complete. The reviews of the library staff will be in December. Jodi requested that the Friends purchase a cash register for the library.

Old business –

- a. **Building/ property updates-** The light in the south parking lot is out. Paul will send an e-mail to have it replaced. The board reviewed another landscaping quote. Paul will follow up to check if fertilization is included.
- b. **Book mobile – update-** Pat Tiarks agreed to be the volunteer to deliver books. Jodi will check with Kayla on the liability of having a volunteer driver.
- c. **Open library position – update** – Jodi will follow up on the requirement of having a school board representative on the library board.
- d. **Managed anti-virus for computers – update-** The software was installed on November 26. It was installed on all the computers.
- e. **Vision and planning – update from both director and board members** – No new update.
- f. **Staff/library hours policy- review, discussion with possible action** – The staff will continue to record quarter hours that are worked. The board discussed the hours that the library is open on Thursdays.
- g. **Wifi-review, discussion with possible action** – Bridges is reviewing the wifi policy to make recommendations. Jodi will look into the possible options.
- h. **2018 surplus-** There will be a surplus this year. Jodi requested permission to purchase a cash register if the Friends do not provide one. Tom made a motion to approve the purchase of a cash register for up to \$100. Roger seconded it and all were in favor.

New business

- a. **Financial committee-** The board discussed if a financial committee is needed. The library will continue without a separate committee. Jodi will begin to put together the financial information for the meetings. She will add a list of all invoices that were paid and are scheduled to be paid.

Next meeting – ***Tuesday, January 8, 2019 @ 6:00pm ***

Motion to adjourn at 7:08 pm by Tom, seconded by Roger, with a unanimous vote thereafter.

Submitted by: Andrea Van Gompel