

PICKERINGTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
January 14, 2016

The Board of Trustees of the Pickerington Public Library met in regular session on Thursday, January 14, 2016 at 7:01 p.m. in the library at 201 Opportunity Way. Members present were Cristie Hammond, Michelle Shirer, Michael Jones, Dan Griscom, Mark Smith and Robert Mapes. Absent member: Cheryl Ricketts. Staff members present: Tony Howard, Library Director, Kent Daniels, Assistant Director, Brenda Oliver, Fiscal Officer/Human Resources Manager and Colleen Bauman, Community Relations Coordinator. Others present: Kathy Bowden, President of the Friends, Mary Herron and Sarah Novak.

Oath of Office - Brenda Oliver, Fiscal Officer

Robert Mapes, a notary public, administered the oath of office to Fiscal Officer Brenda Oliver who was appointed for the year 2016.

Oath of Office - Cristie Hammond, Library Trustee

Robert Mapes, a notary public, administered the oath of office to Library Trustee Cristie Hammond, who was appointed to serve through 12/31/2022.

Reorganization of the Board

Election of Officers

1-1-16 Motion to keep Board positions same as 2015. Cristie Hammond as President, Michael Jones as Vice President, Robert Mapes as Secretary

Dan Griscom made a motion to approve Board positions same as 2015. Mark Smith seconded his motion. Motion passed.

Appointment of Board Committees

Cristie introduced Board Committees with a short explanation of each committee.

Michelle entered the meeting at 7:08 p.m.

Cristie asked Board members if they would be on the committees listed. They all agreed. Mike Jones added he would like to be added on the Leadership Assessment committee.

Tony said to keep in mind that all meetings are open to the public, that anyone is welcome to attend, and they will be posted on the website. He also explained that the goal of the Levy Planning Committee is to research the need for a Levy. Bob Mapes asked about previous Levy materials. Tony will compile information before any meetings. Mike Jones will also be checking with the Fairfield County Board of Elections regarding any changes and forms.

1-2-16 Motion to Approve 2016 Committees as Listed

Mark Smith made a motion to approve the 2016 Committees as listed. Dan Griscom seconded the motion. Motion passed.

2016 Committees

Finance, Audit, Budget Committee

Cristie Hammond, Board President
Daniel Griscom, Board Member
Mark Smith, Board Member
Brenda Oliver, Fiscal Officer
Tony Howard, Library Director
Mary Heron, Community Representative

Leadership Assessment

Cristie Hammond, Board President
Mike Jones, Board Vice President
Cheryl Ricketts, Board Member

Advisory Committee to the PPL Fund of the Fairfield County Foundation & Fundraising

Michelle Shirer, Board Member
Tony Howard, Library Director
Kathy Bowden, Friends of the Library Representative
TBD, Community Representative

Levy Committee

Mike Jones, Board Vice President
Bob Mapes, Board Secretary

Excused Absences – Cheryl Ricketts

Approval of Minutes of December meeting

1-3-16 Motion to Approve the Meeting Minutes for December 14, 2015

Bob Mapes made a motion to approve the December 14, 2015 board meeting minutes. Mark Smith seconded the motion. Motion passed.

Finance Committee

Fiscal Officer's Report – Brenda Oliver presented the financial report for the month of December. December General Fund Revenue of \$82,398 for Total General Fund

revenue of \$1,821,083. StarOhio interest rate percentage is going up. Total General Fund Expenditures for December \$153,479 with a Total General Fund Expenditures of \$1,682,814.

Director's Report

Monthly Statistical Overview – 16.9% increase in overall circulation, includes print and digital. Total 2015 circulation was 574,080. 56% of the total print circulation was first time circulation, remaining steady. This is a .4% increase in first time print circulation from last year 323,574. 7% of overall circulation was Digital collections circulation 39,774. This collections circulation increased 42.8% over from 2014 to 2015. 37% of the total circulation was from auto renewals, 210,698. This was a 49.4% increase over last year. 3,770 Newly registered patrons in 2015. This is a 10.2% increase in new patrons over last year. There were 184 new patrons in December.

Programming – Children's for 2015 20,392 participants, in December 1581 participants with 60 programs. Teen programming for 2015 there were 1463 participants, in December 6 for the teen writing series. Adult programming for 2015 there were 2487 participants with 1 participant in December for the ebook 101.

Homework Help – 83 students and 3 consistent volunteers since Erikka started. Averaging 3 students per day. There was no constant data prior to Erikka.

Security incidents – 7 incidents; 4 intentionally destroying or defacing library property, food spill, feces on floor and wall in men's public restroom, urine on floor in men's public restroom. 1 creating unreasonable noise, 2 inappropriate dress violations – no shoes. Patron did appeal the eviction. He made some points and research is being done. A decision for the patron will be available next week.

Building Foundation project – the project associated with the SCOPE statement is almost complete. Waiting for the weather to stabilize in the spring for the concrete to be poured so it sets correctly. SCOPE statement will be added to the packet online.

Partnership with Ohio University Pickerington for interns is going well. One intern, working with Kent and Lisa, is looking at work flow with Patron Services. The other one will help create a data analysis tool for the library to use.

Fairfield County Foundation had \$1000 donated to the Fund in December.

New Staff member, Lauren Shiman started as Patron Services Associate.

A discussion with Ohio University Pickerington's President cultivated an offer to lease space as a possible second service site. 2500 unused space leased for \$6.00 per square foot. Average in the area is \$19-20 per square foot. Tony showed on a map where the majority of housing is located in the Pickerington Local School District. He pointed out where the proposed Community Center is located and where Ohio

University is located. There would be a small staff of 5. Proposed hours would be 12-8 p.m. Monday - Thursday. Friday and Saturday 12 – 6 p.m. Closed on Sunday. Access to Interstate 70 is close where residents flow into Columbus. The space already has public restrooms and a kitchenette in place. Some renovations would have to be made. There is also shelving available in the library's storage unit to install. The Board discussed custodial arrangements, locker availability or a drive up book drop. Estimated cost to run the site is \$226,000. This would be a capital project with funds coming from the capital budget. Dan Griscom said he thought it would a good idea. Bob Mapes said it is a good move for the library to do in relation to future Levies. He asked if there was room to expand. There is land that was set aside for expansion of the original site for a third pod. Parking is available. Purchases for the collection are able to come out of the existing budget. Tony will put together a time for the Board to tour the space.

Assistant Director's Report

Kent presented an overview of the social media numbers. Facebook has had a 32% increase in 2015 (1373) over 2014 (1044). Twitter has had a 34% increase in 2015 (1105) over 2014 (825). Tumbler has had a 50% increase in 2015 (2727) over 2014 (1818). Pinterest has had a 56% increase in 2015 (1485) over 2014 (950).

Dan Griscom asked about an Instagram account. Kent said they have Flickr and Instagram but not used much. He will talk to Donna Matturri, Adult Services Manager. Michelle expressed how impressed she is with the Pinterest site. How it is integrated with the main library website. Kent said by the next board meeting, two things will look very different. The website data and content are being migrated right now. It will be completed by the end of January. The shifting and weeding projects on the adult services side will be finished. Large print and genre fiction is moving to the front with mysteries moved to the back. Installing acrylic shelves for newspapers in the back, freeing up the space taken up by the heavy wooden newspaper stand in the middle of the atrium area. Donna has secured the New York Times best-selling inspirational author Beverly Lewis on Tuesday, April 5 at 7p.m. for discussion, book signing. Mobile Hot-Spot SCOPE statement was passed out. Contract is done and project is moving ahead. Team is excited to get these in the collection. Mike Jones asked Kent for a brief explanation of the project. Library is purchasing 20 Mobile Wifi Hot Spots with 18 circulating in the system. They will check out for 2 weeks, no international access, that is disabled. If not returned, the library can log in and turn off access. The hot spots will work anywhere Sprint is available in the United States. Homework Help Center had an ACT/SAT workshop which was full, with 15 students. Another is planned in February. Mark Smith had a patron complaint that the large print area was difficult to get to the bottom shelves. Signage can be added that library staff is available to help. There are also stools that can be purchased for patrons to use to get to the lower shelves. Kenton will look into those.

Tony asked for the opinion of the Board on options of different nametags for the staff. Green was difficult to read, Black was easy to read, but against a dark shirt it fades into the background. Dan said black was boring. Bob said purple is Pickerington's color and

is easy to read against the black or green uniform shirts. Managers will have first and last name. Tony thanked them for their opinion. The nametags will be purple.

Old Business

Bylaws Final Review and Approval

1-4-16 Motion to Approve the Operating By-Laws as written

Michael Jones made a motion to approve the Operating By-Laws as written. Mark Smith seconded the motion. Motion passed.

Roll call vote: Michelle Shirer – yes, Robert Mapes – yes, Michael Jones – yes, Mark Smith – yes, Dan Griscom – yes, Cristie Hammond – yes

Operating By-Laws

Pickerington Public Library

Pickerington, Ohio

Article 1 **Name**

Section 1 The name of this organization shall be the Pickerington Public Library. It is a school district library, existing by virtue of Section 3375.15 of the Revised Code of the Laws of the State of Ohio, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute. Where and when appropriate in the publications of the library it shall be indicated that the Library District is the Pickerington Local School District.

Article 2 **Purpose**

Section 1 The purpose of this organization shall be to provide public library services to the people of its service area in accordance with the laws of the State of Ohio and the mission statements adopted by the Board of Trustees. The library extends its services to all residents of the state of Ohio on equal terms.

Article 3 **Organization**

Section 1 The Pickerington Public Library shall be governed by a seven member Board of Trustees (the Board) which shall have legal authority to conduct, or to have conducted in its name, all official business of the Library.

Article 4 **Board of Trustees**

Section 1 Members of the Board of Trustees are appointed by the Pickerington Local School District Board of Education (The School Board) in accordance with the provisions of Section 3375.15 of the Ohio Revised Code. Such trustees shall serve a term of seven years.

Section 2 All powers of the library Board are vested in it as a Board, and none at all in its individual members. The individual trustee has no power to act for the Board in any way, unless authorized to do so by the Board itself. The Pickerington Public Library will provide reasonable coverage to indemnify trustees in the performance of their duties.

Section 3 Each library trustee is appointed to a 7 (seven) year term. Appointments are staggered such that no more than 1 (one) trustee's term is scheduled to expire in the same year. A trustee must be either a qualified elector of the Pickerington Local School District or a qualified elector who resides outside of the Pickerington Local School District but within Fairfield County. By law, a majority of the trustees (at least four) must be qualified electors of the Pickerington Local School District. No one is eligible

for membership of the library's Board of Trustees who is, or has been in the year previous to his or her appointment, a member of the Pickerington Local School Board of Education.

Section 4 All library trustees serve without compensation. Individuals are limited to 2 (two) consecutive 7 (seven) year terms with the option to serve 2 (two) additional 7 (seven) year terms after 1 (one) year hiatus (Effective with trustee appointment date January 1, 2016). Occasionally, a board member cannot complete an entire term. In this

circumstance, an individual will be appointed to finish that term. If that term is less than or equal to 3 (three) years, the term will not count toward the 2 (two) term limit. If that term is more than 3 (three) years, it will count as one of the 2 (two) terms allowed. In general, trustees are guided in the performance of their duties by the most recent edition of the *Ohio Public Library Trustees' Handbook*.

Section 5 The insight and attention of each trustee is a valuable asset to the Board and the library. Therefore, regular attendance is expected. If a Trustee is absent from 3 (three) consecutive *regular* meetings or a total of 6 (six) *regular* meetings in any one calendar year, the Board may request that trustee's resignation. If a Trustee must be absent from a Board Meeting, they must notify the Board President or the Library Director prior to the meeting.

Section 6 Vacancies occurring on the Board prior to term expiration shall be filled by the School Board by appointment for the unexpired term. Vacancies on the Board will be given public notice, with sufficient opportunity for interested citizens to make their interest known to the Board.

Article 5 **Officers of the Board**

Section 1 The officers of this Board shall be a President, a Vice-President and a Secretary selected from among the Board's membership at the Board's organizational meeting in January. Each officer shall serve a one-year term or until the Board's next organizational meeting.

Section 2 The President shall preside at all meetings of the Board, determine the agenda for each meeting in consultation with the Director, authorize calls for special meetings, sign the minutes of all meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees and generally perform all duties associated with that office.

Section 3 The Vice President, in the absence or unavailability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

Section 4 The Secretary is responsible for ensuring that a true and accurate record of all meetings of the Board is kept, and shall perform such other duties generally associated with that office. The Secretary shall act as substitute for the President and/or the Vice President as necessary.

Section 5 Each of said officers shall have such powers and duties as are prescribed by the Ohio Revised Code or by these by-laws, or by special action of the Board, to the extent that said actions are consistent with the laws of Ohio.

Section 6 In case of a vacancy in the office of President, Vice President or Secretary, a new officer shall be selected by the members and shall serve until the next organizational meeting

Article 6 **Committees of the Board**

Section 1 Board committees of one or more members may be appointed from time to time by the President or by Board action. These committees may be temporary (ad hoc) committees to examine specific issues or concerns, or they may be on-going (standing) committees for continuing purposes or projects of the Board. Standing committees may include, but are not limited to: Finance and Budget; Advisory Committee to the PPL Fund of the—Fairfield County Foundation; Reconsideration Committee for Collection Development.

Section 2 Members of standing committees shall serve from the time of their appointment until the organizational meeting of the Board. Ad hoc committees shall serve until the special purpose for which they were appointed has been fulfilled.

Section 3 Board committees shall have power only to advise the full Board, unless the Board shall specifically authorize a committee to act on behalf of the Board.

Section 4 The President of the Board shall be an ex-officio member of each committee, and the chair of each committee shall be a member of the Board appointed by the President with the consent of the Board. Each committee shall have such other members, if any, as the Board shall from time to time determine which members shall be appointed and need not be members of the Board.

Article 7 Duties of the Board of Trustees

Section 1 The Board of Trustees shall have all of the powers granted to it by the laws of the State of Ohio and shall, in open meeting, determine and establish, in accordance with the laws the basic policies of the library with respect to:

- ❖ the appropriation and budgeting of funds
- ❖ the establishment and maintenance of libraries and library services
- ❖ the acquisition, improvement, maintenance, insurance, use and disposition of properties
- ❖ the hiring, compensation and responsibilities of, and the personnel practices concerning librarians and other employees
- ❖ the selection, collection, lending and disposition of books and other library materials; and
- ❖ the acceptance of gifts.

Section 2 The policies so determined and established by the Board shall remain in effect until changed or rescinded by further action of the Board and shall be administered by the library staff. The Director shall see that a compilation of all operating policies established by the Board is prepared and kept up to date and is distributed to the members of the Board, library staff and kept available to the public as requested.

Section 3 The board of Trustees subscribes to the tenets contained in “A Statement of Ethics for Library Trustees” of the American Library Trustee Association (attached).

Article 8 Meetings

Section 1 The Board shall hold an organizational meeting in January of each year. At the annual meeting, the Board shall elect its officers, appoint its Fiscal Officer and fix the bond thereof, fix the time and place for its regular monthly meeting, and conduct such other business of an organizational nature as may come before the Board.

Section 2 The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting. Notice of regular meeting times will be included in the library's website and posted on the library bulletin board.

Section 3 Special meetings may be called at the direction of the President, or the request of two members, for the transaction of business as stated in the call for the meeting. Notice of special meetings will be posted on the library bulletin board and website.

Section 4 Four persons, a majority of the full membership of the Board, shall constitute a quorum for the transaction of business at any meeting.

Section 5 Where not otherwise governed by law or by these by-laws, the proceedings of the meetings of the Board shall be in accordance with Robert's Rules of Order as currently revised and published at the time of the meeting.

Section 6 The Board may hold an executive session only after a majority of a quorum of the board determines, by a roll call vote, to hold such a session and only at a regular or special meeting. The purpose(s) for holding such an executive session shall be as specified in Section 121.22(g), as amended, of the Ohio Revised Code and the purpose(s) shall be included in the motion to hold the session.

Section 7 All actions of the Board, except those delineated below, shall carry upon the affirmative vote of a majority of those present.

Section 8 The following actions shall carry only upon the affirmative votes of two-thirds of the full membership of the Board in accordance with the Ohio Revised Code:

- ❖ A resolution to put a tax levy on the ballot
- ❖ A resolution to purchase, lease, or dispose of real property
- ❖ A resolution to set aside unencumbered surplus funds in the general fund for a special building and repair fund

Section 9 The order of business for regular meetings shall include, but not be limited to, the following items that shall be covered in the sequence shown so far as circumstances will permit:

1. Roll Call/Excused Absences
2. Staff welcome (optional)
3. Secretary's Report – approval of minutes
4. Public Participation
5. Friends of the Library Report
6. Fiscal Officer's Report
7. Finance and Budget Committee Report
8. Other Committee Reports
9. Director's Report
10. Assistant Director's Report
11. Old Business
12. New Business
13. For the Good of the Order
14. Adjournment

Section 10 The public is welcome to attend board meetings at any time, except when the board is in executive session, as defined by law. Any member of the public who wishes to speak to the Board is asked to sign-in before the meeting is called to order so that he or she may be added to the agenda. Speakers must identify any groups or organizations for which they will speak in an official capacity. Those who have signed-in to address the Board will be recognized in the order in which they signed in. Public comments should be addressed to members of the Board. Remarks by visitors are limited to 5 minutes in length, not including questions from the board. All visitors are expected to conduct themselves in a manner consistent with the orderly completion of the meeting. Exceptions to these rules may be made at the discretion of the board president. Visitors who cause a disturbance may be asked to leave the meeting.

Article 9
Library Director and Staff

Section 1 The Board shall appoint and fix the compensation of the Director who shall be the chief executive and administrative officer of the library. The Director shall have full charge of the administration and operations of the library in accordance with the objectives and policies adopted by the Board and under the direction and review of the Board. The Director shall be held responsible for the care of all buildings and equipment, for public relations, for the employment and disposition of books and non-book materials within the annual appropriations adopted by the Board and subject to the general policies from time to time adopted by the Board. The Director shall keep the Board informed as to the program needs, facility needs, the desirable expenditures of library funds and any special achievements or problems requiring action by or approval of the Board. The Director shall present at each meeting a report concerning the work of the library and submit for consideration with any necessary recommendations all matters requiring action by the Board.

Section 2 The Board shall appoint and fix the compensation for the Fiscal Officer at its annual meeting, or at any other time when the position shall become vacant. The Fiscal Officer shall be responsible for all financial matters for the Board, administering the library's budget, preparing formal resolutions for the Board's consideration, making a monthly report on the state of the funds, preparing and submitting an annual report and publishing notice of its availability as required by state law, preparing the annual budget with the participation of the library Director, and working with the Library Director in carrying out the policies of the Board. The Fiscal Officer shall be bonded by a resolution of the Board.

Article 10
Amendments

Section 1 These by-laws may be amended by the majority vote of all members of the Board, provided that written notice of the proposed amendment shall have been given with the notice of the meeting.

A STATEMENT OF ETHICS FOR LIBRARY TRUSTEES

Trustees must promote the highest level of library service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution.

A trustee must respect the confidential nature of library business while being aware of and in compliance with that particular state's freedom of information act.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept appointment to a library board are expected to perform the duties and responsibilities of a trustee.

Endorsed by the Board of Directors of the American Library Trustee Association and the Public Library Association, July 1985

Cristie announced that the next two items would be moved to the end of the agenda and go into Executive Session.

New Business

Resolution decides and approves the 2016 check signers for the library's checking account

1-5-16 Motion to approve Cristie Hammond, Michael Jones, Robert Mapes, Tony Howard and Brenda Oliver as check signers.

Robert Mapes made a motion to approve Cristie Hammond, Michael Jones, Robert Mapes, Tony Howard and Brenda Oliver as check signers. Mark Smith seconded the motion. Motion passed.

Roll call vote: Michelle Shirer – abstained, Robert Mapes – yes, Michael Jones – yes, Mark Smith – yes, Dan Griscom – yes, Cristie Hammond – yes.

Resolution to approve the Huntington and Fifth Third Bank as the depository of public funds for the library

1-6-16 Motion to approve Huntington and Fifth Third Bank as Depositories of Public Funds for the library

Robert Mapes made a motion to approve Huntington and Fifth Third as depositories of the public funds for the library. Michael Jones seconded the motion. Motion passed.

Roll call vote: Michelle Shirer – abstained, Robert Mapes – yes, Michael Jones – yes, Mark Smith – yes, Dan Griscom – yes, Cristie Hammond – yes.

Resolution to approve that 2016 interest earned to be allocated to re-invest in the fund generated

1-7-16 Motion to re-invest 2016 Interest Earned back into the Fund generated

Robert Mapes made a motion to approve the resolution to re-invest 2016 interest earned back into the fund generated. Mark Smith seconded the motion.

Roll call vote: Michelle Shirer – abstained, Robert Mapes – yes, Michael Jones – yes, Mark Smith – yes, Dan Griscom – yes, Cristie Hammond – yes.

Resolution to Approve Fiscal Officer Bond for \$50,000

1-8-16 Motion to Approve Fiscal Officer Bond for \$50,000

Robert Mapes made a motion to approve the Fiscal Officer's Bond for \$50,000. Mark Smith seconded the motion. Motion passed.

Roll call vote: Michelle Shirer – abstained, Robert Mapes – yes, Michael Jones – yes, Mark Smith – yes, Dan Griscom – yes, Cristie Hammond – yes.

Resolution to Appoint Tony Howard as Deputy Fiscal Officer

1-9-16 Motion to Appoint Tony Howard as Deputy Fiscal Officer

Robert Mapes made a motion to appoint Tony Howard as Deputy Fiscal Officer. Mark Smith seconded the motion. Motion passed.

Roll call vote: Michelle Shirer – abstained, Robert Mapes – yes, Michael Jones – yes, Mark Smith – yes, Dan Griscom – yes, Cristie Hammond – yes.

2016 Holiday Schedule Revised – While working to resolve a staffing issue it was realized that the 2016 Holiday schedule was not in line with the Holiday Policy. In 2016,

Christmas falls on a Sunday. According to policy, the library observes the holiday on the Monday following the Holiday. Therefore the library should be closed on Monday December 26, 2016.

1-10-16 Motion to approve the 2016 Holiday Schedule with revision

Mark Smith made a motion to approve the 2016 Holiday Schedule with revision. Michael Jones seconded the motion. Motion passed.

Pickerington Public Library

Holiday & Scheduled Closings 2016

New Year's Day – January 1 – Closed

Easter – March 27 – Closed

Memorial Day – May 30 – Closed

Independence Eve – July 3 – Close at 5:00 pm

Independence Day – July 4 – Closed

Labor Day – September 5 – Closed

Columbus Day – October 10 – Closed (Professional Development)

Thanksgiving Eve – November 23 – Close at 5:00 pm

Thanksgiving Day – November 24 – Closed

Christmas Eve – December 24 – Closed

Christmas Day – December 25 – Closed

Christmas Day (observed) – December 26 - Closed

New Year's Eve – December 31 – Close at 5:00 pm

President's Report

Cristie said she had nothing to report but did want to thank the Board for their interest in being on the committees. She said it looks like a good year ahead.

Friends of the Library Board Report

Kathy Bowden presented that the 2016 membership is Monday, January 18 at 6:30 p.m. They will start working on the budget. She invited anyone interested to attend.

Public Comments – None

For the good of the order - Mark Smith wanted it noted that Laura Powers, Board member emeritus passed away. She served 44 years on the Board of Trustees.

1-11-16 Motion to go into Executive Session – Compensation of Public Employee (ORC 121.22)

Robert Mapes made the motion to go into Executive Session – Compensation of Public Employee at 8:17 p.m. Mark seconded the motion.

Roll call vote: Michelle Shirer – yes, Robert Mapes – yes, Michael Jones – yes, Mark Smith – yes, Dan Griscom – yes, Cristie Hammond – yes.

1-12-16 Motion to come out of Executive Session – Compensation of Public Employee (ORC 121.22)

Robert Mapes made the motion to come out of Executive Session – Compensation of Public Employee at 8:58 p.m. Mark seconded the motion.

Roll call vote: Michelle Shirer – yes, Robert Mapes – yes, Michael Jones – yes, Mark Smith – yes, Dan Griscom – yes, Cristie Hammond – yes.

1-13-16 Resolution to increase the Fiscal Officer's Salary 3% to \$63,036 retroactive January 1, 2016

Robert Mapes made the motion to increase the Fiscal Officer's salary by 3% retroactive to January 1, 2016. Mark Smith seconded the motion.

Roll call vote: Michelle Shirer – yes, Robert Mapes – yes, Michael Jones – yes, Mark Smith – yes, Dan Griscom – yes, Cristie Hammond – yes.

Cristie and Brenda will meet to discuss the review. Brenda thanked the Board for the increase. Cristie said the Board appreciates the work Brenda does for the library.

A Resolution to approve the listed wage adjustments on the date listed:

Employee	Current	New	Effective Date
Anda	\$13.55	\$14.96	January 10th
Walker	\$12.48	\$14.36	January 10th
Gaal	\$11.00	\$14.08	January 10th
Matturi	\$19.25	\$19.55	January 10th
Sawdey	\$12.00	\$14.08	February 7th

1-14-16 Resolution to approve the listed wage adjustments on the date listed

Mark Smith made a motion to approve the listed wage adjustments on the date listed. Michelle Shirer seconded the motion.

Roll call vote: Michelle Shirer – yes, Robert Mapes – yes, Michael Jones – yes, Mark Smith – yes, Dan Griscom – yes, Cristie Hammond – yes.

Meeting adjourned at 9:02 p.m.

Next Board Meeting:

FAB Committee Meeting

Thursday, February 11, 2016 at 6:30 p.m. (Meeting Room B)

Regular Board Meeting

Thursday, February 11, 2016 at 7:00 p.m. (Meeting Room A)

Cristie Hammond

Library Board President

Robert Mapes

Library Board Secretary