

**MUSSER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
WEDNESDAY, MAY 14, 2008 – 4:30 P.M.
LIBRARY CONFERENCE ROOM**

PRESENT: Drake, Johnston, Koehrsen, Lande, Stelzner.

STAFF: P.Collins, Derbin, Warschauer.

ABSENT: Durham, Martin, Nus, Ward.

MINUTES

- I. CALL TO ORDER:** Pres. Johnston called the meeting to order at 4:38 p.m.
- II. APPROVAL OF AGENDA:** The agenda was accepted as printed.
- III. APPROVAL OF MINUTES:** Lande moved to approve the minutes to the April 14, 2008 meeting. Second by Koehrsen. All ayes. Motion carried.
- IV. BILLS FOR PAYMENT:** Drake moved to approve payment of the bills dated 4/29/08 totaling \$12,706.71, and those dated 5/13/08 totaling \$7,407.91. Second by Drake. All ayes. Motion carried.
- V. CITIZENS SPEAK:** Koehrsen reported she brought her grandson to the library and he loved it. She was very impressed with Betty and Tina as well as the children's area. She added that she loves the automated online services and she thinks we should more actively promote them.
- VI. COMMUNICATIONS:**
 - A. Staff Liaison:** Derbin reported on the library magnets being given out at the circulation desk with the printed receipts. Some patrons are still wary of the receipts and miss the date due slips. But the magnets help sell the concept. They also show the library website and phone number.
 - B. Director's Report:** A written report was received. **1)** Collins added that she has scheduled a meeting with Hector of the United Way Diversity Committee concerning types of services the Hispanic community would like to see. **2)** She also reported on an update of Peter Press' condition. **3)** The City has a new list of pay schedules. Similar jobs between departments don't always mesh. The trustees discussed reasons for the differences, citing benchmark pay nationally as well as differences in staff size. **4)** The Finance Office said that the Library Trust cannot pay for reimbursements related to the recent Open House or for snacks for teen programs. Because these are public functions, outreach activities or program oriented, the Board believes it is proper use of funds. Collins will meet with Finance Director Nancy Lueck to discuss these issues. **5)** Collins met with the Sedona web designer who will return with a bid in one week. **6)** Collins discussed the purchase and retention of materials. Currently the library has 118,000 volumes. The state is recommending about 60,000 (in the B range) for our size and because we order alot from PALS. We could achieve this by doing an enormous weed in the children's department, large print and non fiction. The library would then look nicer, fresher, feature more popular materials, more DVDs and possibly adding computer software that could be checked out. We

could create better space by lowering shelving and removing some. We could create a new materials browsing collection which would be insulated from inter-library loan for six months, giving our own patrons immediate access to the popular and newest titles.

VII. COMMITTEES:

A. Long Range Planning: There is a Pearl Pavilion meeting tomorrow morning. Library/Art Center meetings have broadened the horizon of possibilities. We will begin combined meetings with programming staff.

B. Operations:

1. Gift & Memorials Policy – Amendments were made to this policy. The policy books will be updated to reflect this. Mark “Reviewed & Amended 5-14-08”.

2. Appointment of Nominating Committee – Johnston appointed Koehrsen, Drake and Nus. He will meet with them to create a slate for the June meeting.

3. County & Illinois Township Contracts – Letters were sent out in the Fall to the various entities. Our fees are firm this year, since last year several paid less than the requested amount. Buffalo Prairie and Fruitland are thinking of not renewing. Fruitland is trying to negotiate with Letts, but if they did that we would not have to honor their card. By law we are not supposed to provide service to the Illinois side because it causes stress in our relationship with PALS. Is this money worth it to us, or should we discontinue contracting out our services? If we don’t contract, could we sell cards to individuals? Trustees deferred discussion until the next meeting.

VIII. OLD BUSINESS:

A. Report on Friends Meeting: Collins reported on the need to reinvigorate the Friends. Two visitors from the Scott County Library Friends and Kim Keitzman from SELS were present to speak to them and offer assistance. JoAnn Carlson, the newest member of our Friends Board, will be helpful in encouraging new ideas. Perhaps new members can be found by getting young parents involved.

IX. NEW BUSINESS:

A. Jump to Japan: Collins is investigating this new program opportunity sponsored by the Minnesota Children’s Museum. It is a hands-on exhibit educating children about Japan through popular arts like anima and manga, focusing on ages 5-12. Trustees were shown examples of manga books to familiarize them with their format and popularity. Because we could get a substantial discount on this traveling program, Lande suggested we accept the concept of holding it here in the Fall/Winter, and present a funding proposal at the next meeting.

X. ADJOURNMENT: The meeting adjourned at 5:58 p.m.

Respectfully submitted by,
Sue Koehrsen, Acting Secretary

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