

**Sallie Logan Public Library
Board Meeting Minutes
February 1, 2018**

Jeanne Goforth called the meeting to order at 6:02 p.m.

MEMBERS PRESENT: Jan Kerr, Jeanne Goforth, Don Gladden, Madeline Steimle, Debbie Tindall, Bill Center, and Debbie Martin

MEMBERS ABSENT: Sara Faye Marten and Vic Harris

VISITORS PRESENT: None

STAFF PRESENT: Loretta Broomfield, Library Director

MINUTES: Minutes from the previous meeting were reviewed. Motion made by Don Gladden to accept the minutes as presented with a second by Madeline Steimle. All approved. Motion carried.

FINANCIAL REPORT: Reviewed and discussed.

STATISTICAL REVIEW: Reviewed and discussed.

OLD BUSINESS: Library Survey – The survey will go out with the water bill on 3/2 on colored paper. Loretta will see if we can get addresses of those whose water bill comes directly out of their checking account from the water department since they don't receive a bill from the water department.

Library Security (alarm system and furnace room exit) – The building and grounds committee met before this board meeting. Don Gladden summarized our discussion for the full board. The committee discussed having a keypad on the furnace room door. Each employee would have their own code number. As part of the closing routine, the deadbolt will be locked on the furnace room door and unlocked by staff the next morning.

The committee would like Loretta to look into the cost of installing another camera in the children's section of the library.

The Chief will be getting the library an EMA radio so that we can transmit emergencies through it.

The committee also recommended that the library buy three more panic buttons at \$75 each; so that each employee can wear one while working.

Loretta will write an emergency action plan to have in place as the Police Chief requested.

The committee also recommended against the magnetic trigger on the outside doors.

Motion made by Don Gladden to cover the cost of installing a keypad on the furnace room door and purchasing three more panic buttons with a second by Bill Center. All approved. Motion carried.

It was suggested that the Logan Room has three doors besides that furnace room door and that they need locks on both sides. Loretta will check with the fire chief about what kind of locks he would suggest.

NEW BUSINESS – None

COMMITTEE REPORTS:

FINANCE:

BUILDING AND GROUNDS: Estimate received from Distinctive Flooring to repair floor tiles that have popped up. Motion made by Don Gladden to cover the cost of repairing the floor tile based on the estimate from Distinctive Flooring with a second by Bill Center. All approved. Motion carried.

PERSONNEL: Meeting on 2/6 at 4pm to establish salaries for 5/18 – 4/19 fiscal year.

LONG RANGE GOALS: The 3rd Annual Trivia contest will be 3/10 at the Youth Center with doors open at 5:30pm at \$10 per person.

LIBRARY DIRECTOR'S REPORT: The report was read.

TRUSTEE COMMENTS:

Meeting adjourned at 7:27. Motion by Bill Center, and seconded by Don Gladden to adjourn.

Respectfully Submitted by Debora Martin, Secretary/Treasurer