

**Sallie Logan Public Library
Board Meeting Minutes
January 4, 2017**

Vic Harris called the meeting to order at 6:06 p.m.

MEMBERS PRESENT: Jan Kerr, Jeanne Goforth, Don Gladden, Sara Faye Marten, Madeline Steimle, Vic Harris

MEMBERS ABSENT: Debbie Tindall, Bill Center, and Debbie Martin

VISITORS PRESENT: None

STAFF PRESENT: Loretta Broomfield, Library Director

MINUTES: Minutes from the previous meeting were reviewed.

FINANCIAL REPORT: Vic noted that the heat pump in the furnace room had to be replaced just before Christmas. At this time, we do not know the cost of the repair but it will be reflected on next month's financial report.

STATISTICAL REVIEW: Statistical report was reviewed. Per a request at the November board meeting, circulation for large print was included (259). The large print count is also included in the count for adult fiction. It was also noted that there was a slight increase in the use of genealogy databases, website hits and OPAC logins.

OLD BUSINESS: None

NEW BUSINESS: Murdale True Value has looked at the door to the furnace room from the Logan Room and has presented different options to make it a more functional exit without being marked as an emergency exit. The cost of installing a panic bar with an alarm vs. the cost of installing a keypad open system is expected to cost about the same. Loretta will first talk to the Fire Chief about this before a decision is made.

Motion made by Jeanne Goforth to designate the 2018 regular meeting dates and time to be the first Thursday of each month at 6:00 p.m. with no meeting in July. The motion was seconded by Jan Kerr. All approved. Motion carried.

A sexual harassment policy was presented for approval. Don Gladden noted places where the word, "municipality" or variations thereof should be replaced by the word, "library" instead. Loretta noted that a section shown in red font may not be applicable as it pertains to "state employees." Motion made by Madeline Steimle to adopt the proposed sexual harassment policy with the changes mentioned above and without the red text. The motion was seconded by Sara Faye Marten. All approved. Motion carried.

For the upcoming E-Rate funding year, the library is only eligible to receive a 10% discount for telecommunications funding. Loretta proposed that it is not cost effective to apply for E-Rate for the upcoming year. Don Gladden made a motion that the library

discontinue filing for E-Rate for telecommunications. The motion was seconded by Jeanne Goforth. Ayes: Don Gladden, Jeanne Goforth, and Madeline Steimle. Abstentions: Jan Kerr and Sara Faye Marten. Motion Carried.

COMMITTEE REPORTS:

FINANCE:

BUILDING AND GROUNDS:

PERSONNEL:

LONG RANGE GOALS: The committee met immediately prior to the board meeting. Main topic of conversation was the survey. Over the next month, there should be a draft survey for the full board to review. The mayor has agreed to allow us to distribute the survey in the city water bill and other avenues of distribution and collection have been considered. The goal is to get the survey out to as many people in our service area as possible.

LIBRARY DIRECTOR'S REPORT: The report was read. The director also distributed a sheet entitled, "Sallie Logan Public Library Highlights and Accomplishments for 2017." This document mentioned specific grants and donations awarded to the library as well as special programs and activities and staff continuing education that took place throughout the year. It was also noted that the new sign was added to the building.

TRUSTEE COMMENTS: Jeanne Goforth reported on the availability of the First Baptist Church for the library's third annual trivia night in March. There was discussion about using a different location—perhaps the Davis McCann Center or the Youth and Recreation Center. Loretta will check with Bill Center about this and also contact the Davis McCann Center to learn cost and availability for March 10, 2018.

Meeting adjourned at 7:02 p.m.

Respectfully Submitted by Loretta Broomfield, Library Director