

BOARD OF TRUSTEES OF THE JEROME PUBLIC LIBRARY
MEETING MINUTES
May 10, 2016

The Board of Trustees of the Jerome Public Library met in the library conference room for their monthly meeting on May 10, 2016. In attendance were Board Chair Bill Allred, Vice Chair Linda Burton, Ted Larsen, Trevor Churchman and Director Linda Mecham.

The meeting was called to order by Bill Allred at 5:31 p.m.

No changes were made to the agenda.

Ted Larsen made a motion to approve the April 12, 2016 meeting minutes as written. Motion was seconded by Linda Burton. Motion passed unanimously.

April 2016 bills were approved by all board members present by signature.

Financial Report – We received a small amount of taxes this month. We should receive more revenue in July when property taxes are due. To date, we have received 54% of our expected revenue. The workman's comp line item must have been a clerical error. It was corrected. That line item is now \$374.95 rather than the \$866.51 of last month. We had to have the roof repaired. There was some maintenance that needed to be done around the duct work. This expense, approximately \$300, will need to be budgeted for each year to avoid further problems. This work is not covered under the warranty. The phone bill is a little high because we pay the full amount and are reimbursed through the eRate grant funds. Due to the staffing changes with Donna O'Brien, our personnel expenses will be higher than the budgeted amount. She is taking over the janitorial duties. We should see a decrease in line item 04-00-00-4160 Repair & Maintenance – Building.

Director's Report:

- Monthly statistics were presented. Circulation is down again this month in all categories except for eBooks which finally broke 100. This is double that of last year. The library generated \$900 for the faxing and copying service we provide. Program attendance is higher than last year. We have seen a decrease in Minecraft users. We are currently looking for the Next big thing to draw interest.
- OverDrive Advantage is something we are going to move forward with as individual libraries rather than through the LIBRI consortium. After a discussion with the other LIBRI library directors, we decided it would be better not to use LIBRI funds for this. Now eBooks purchased through the Advantage account will only be available to our patrons. We have decided to always check the regular login for availability before checking the Advantage account to ensure that most eBooks are available to all patrons.
- We are hosting an art show for Diego Casillas on May 16th. We will leave his art work on display throughout the summer.
- We are preparing for summer reading. We have been filling the backpacks with program information and reading logs. We are working on the displays. The programmers have been visiting the schools.
- The concrete picnic tables had to be removed. Three benches had broken off and 3 others were really loose making them unsafe. The remaining picnic table has one seat that is loose, so we will be watching that. We will be looking into what we can purchase to replace them. Ted said that the rotary purchased some benches made out of composite wood. He suggested that we also contact the High School welding program to see if they could design and make something. Further, he said that creating benches might make a good eagle project. The only concern about this as an eagle project would be quality control.

New Business

It is time to start working on the budget. The director asked if the board had a specific direction for the upcoming year. The director was asked if she had anything that she would like to see happen. She would like to look into providing more staff training. She would also like to make it a priority to create a comfortable seating area in the Spanish section. The board feels that the director knows what the library needs and will support the budget decisions she makes moving forward.

The meeting was adjourned by Bill Allred at 6:21 p.m.

New Business

Director met with the Finance Director and City Administrator to discuss the 1st round of the Budget process. The director presented an overview of those results.

Old Business

We would like to set a date for a Library Board Training. Board members indicated what dates they would not be able to attend. Director will get in touch with our regional library representative, Kevin Tomlinson, to see when he is available to provide that training.

The meeting was adjourned by Bill Allred at 6:11 p.m.