

Huntington City-Township Public Library
Board of Trustees
August 25, 2014

Present: Jamie Foday, Peggy Caley, Juanita Buzzard, Rebecca Lemons, Fred Scheiber

Absent: Wil Kline, Karen Batt

Peggy called the meeting to order.

Reading and Approval of Minutes: Fred moved to approve the minutes with a correction (Fred Scheiber was present), Juanita seconded, motion carried.

Reading and Approval of Financial Report and Approval of Bills: Jamie moved to approve financial report and bills, Fred seconded, motion carried.

Report of the Librarian: Beka highlighted various items presented in her written director's report. (e.g., the first staff meeting went well, and she hopes to have these quarterly. She also mentioned she attended her first Director's report in Indianapolis.)

Committee Reports: (none)

Communications: Peggy read a thank you note to the Board from Kathy Holst.

Unfinished Business:

A. Budget: Beka reported that the public hearing and nonbinding review will be next month. The adoption meeting and regular October Board meeting date will now be held on October 13th.

B. Compensation Plan: Beka highlighted the steps she has identified for creating a new employee compensation plan. The Benefits Committee will meet before the October Board meeting to define priorities and goals; Beka will begin the pay study, which should take a couple months; she mentioned that the full process will likely not be done until towards the end of 2015 with the goal to be implemented by January 2016.

New Business:

A. Sick Bank Payout: Beka reported that she wishes to pay out the bulk of sick bank payout in September in case it affects the new budget process; the final payout will then be at the end of the year. Fred moved to pay sick bank monies as Beka deems appropriate in September with the balance being paid at the end of this year, Juanita seconded, motion carried.

B. Hiring/Organizational Structure: Beka reported that she sees a need for a Technical Services Department Head and will appoint Jessie Brown at that position; she will be hiring a full-time IT Support and System Administration person and is taking applications for this position; she will also be hiring another person to be doing processing and circulation. Filling these positions will negate the need for an Assistant Director. We are also replacing the Reference Librarian position.

C. Markle Investigation: Beka mentioned that decisions need to be made, and in order to do that, data must be gathered. For example, she will conduct a community survey, which she hopes to have completed by the end of September.

D. Strategic Planning: Beka reiterated the importance of developing a strategic plan for the library. This will likely be a year-long process involving many steps as well as a Planning Committee, which will have at least one Board member on it.

E. Other: Signature records have been updated at the banks; our participation in the Indiana e-rate Consortium has been updated; Beka is making a recommendation for some office renovations, such as moving her office and Jerri's office nearer to the rest of the offices, among

other things; she got an estimate from and will be working with Kinder and Sons, since they did the last phase of our building project. Fred moved to use approximately \$48,000 for the relocation of administrative offices and the staff breakroom, Juanita seconded, motion carried.

No Public Input

Juanita moved to adjourn, Fred seconded, motion carried.