

Alice Baker Memorial Public Library
Approved Minutes Board of Trustees
Monday, November 11, 2019
6:00 p.m.

The monthly meeting of the Alice Baker Memorial Public Library (ABM Library) Board of Trustees was called to order by N. Wilhelm, President at 6:03 pm. Present: Wilhelm, Burstein, Roberts, Gunderson, Williams, West and Rice. Also present A. Chase, ABM Library Director.

Wilhelm led us in the Pledge of Allegiance

Consent Agenda: It was moved by Rice, seconded by Gunderson that the agenda be approved. The motion passed.

Minutes: Moved by Rice, seconded by West that the minutes of October 14, 2019 be approved as distributed. The motion passed.

Consent Agenda: There was a discussion about dvd spending in the Monthly Financial Report and checks written report. Moved by West, seconded by Gunderson that the Consent Agenda be approved. The motion passed.

Village Representative: Rice reported that the last couple of months have been spent on the budget process. There is nothing else new.

Town Representative: West reported that they are applying for a grant for road work being done with Palmyra. Garbage services will be changing January 1.

Director's Report: Circulation was down 5.51% in October. We are not seeing as many children and those that do come in are checking out fewer items. Decreases in checking out DVD's are being noted system-wide. The availability of streaming services may be affecting this trend.

Other business:

The 2020 annual addendum for the Bridges Library System was discussed. It was moved by Rice, seconded by Burstein that the addendum be approved and the President and Secretary sign and return it to Bridges. The motion passed.

2020 Closing dates: Alli proposed the same closing dates as last year: New Year's Day, Good Friday (half day), Easter Saturday, Memorial Day, July 4, Labor Day, Thanksgiving Weekend (Thursday, Friday, Saturday), Christmas Eve (half day), Christmas Day, New Year's Eve close at 5:00 pm. She is proposing an additional 16 hours for staff training. It was moved by West, seconded by Burstein that the schedule for closing the library as proposed by the Director be approved. The motion passed.

SWOT Analysis: The Board discussed updates to the SWOT Analysis approved last year. The following changes were made:

Under Strengths, #3 was changed from budget to technology.

Under weaknesses, technology was changed to cybersecurity.

In opportunities, we need to develop a way of maximizing our impact in surrounding communities not in a library system. The potential of the closing of the Palmyra-Eagle School System affects the surrounding communities and a separate marketing plan. Threats should include school closing as point 4. The order of 1 (Staff discord or potential for discord) and 3 (technology—patron need and staff staying current or ahead of the curve) should be switched.

Staff wage increase: The budget includes a 2% cost of living increase. It was moved by Gunderson, seconded by Burstein that a 2% cost of living increase be approved for the staff. The motion passed.

Eagle Nature Trail: Wilhelm reported that Jean Weedman is looking at grant opportunities for the trail.

Bridges Library System: Wilhelm reported that the primary focus now is the search for Connie Meyers replacement. She will serve on the hiring committee. There will be national advertising for her replacement. The marketing director has decided to be a stay at home mom.

Impact Fees: A discussion on first steps in the use of impact fees followed.

Closed Session: It was moved by Gunderson, seconded by Burstein that the board go into closed session to discuss the annual evaluation of the director and goal setting for 2020. Upon conclusion, the board will reconvene into open session to take any action required to be taken in open session. The vote on moving to closed session passed unanimously, all members present (Wilhelm, Burstein, Williams, Roberts, Gunderson, Rice and West) voting aye.

It was moved by Gunderson, seconded by Rice that the Board reconvene in open session. Upon roll call vote, Wilhelm aye, Burstein aye, Roberts aye, Gunderson aye, Rice aye, West aye, Williams aye, the motion passed unanimously.

It was moved by Rice, seconded by Roberts that Board members proceed as discussed in closed session.

Future agenda items: Annual Strategic Plan Review, Director's Review

Next meeting: December 9 at 6:30 pm

It was moved by West, seconded by Burstein that the meeting be adjourned. The motion passed.

Diane Williams
Pro-tem Secretary