

10-13 Board Meeting: Budget Approval, Policy Changes, Facilities Updates, and Investment Actions

1. Meeting Information

- **Topic:** Board meeting agenda acceptance, financial report, policy changes, director's report, old business updates (tuck pointing, mural, Chili Supper, architect plans, chess table), budget approval and adjustments, wage schedule updates, electronic resources allocation, Stifel investment/withdrawal, furniture purchase, courier service threshold, IT policy change, paving/concrete updates
- **Date & Time:** Explicit dates mentioned: "end of [October]"; "[October 24]" for publication; "[January 1]"; bid opening before next board meeting at [5:00]; budget effective [November 1]
- **Participants:** Key decision-makers: "Connie," "Joni Roland," "Ed," "Caitlin," "Lisa," "Bev," "Janice," "Autumn," "Denise," "Sharon," "Jennifer/Jen"

2. Discussion Overview

- **Agenda Item 1:** Agenda acceptance and approval of minutes from the September [25] board meeting
 - **Key Points:**
 - "[Joni] : 'We have two guests, Janice and Autumn, who need a motion to accept the agenda, approval of minutes from the September 25th board meeting, everybody have a chance to look at those?'"
 - "[Denise] : 'I make the motion, Denise. Joni, second.'"
 - "[Joni] : 'Do we have any public comments you guys would like to share.'"
 - "[Autumn] : 'I have one, but I'm not.'"
 - "[Joni] : 'So the answer is no.'"
 - **Points of Divergence:** None recorded.
 - **Interim Conclusion:** Motion made and seconded to accept agenda and approve minutes; no public comments.
- **Agenda Item 2:** Financial report and policy/fee changes
 - **Key Points:**
 - "[Sharon] : 'Income revenue for the year, around \$[453,000]. And we budgeted at \$[352,000], so we're way above revenues.'"

- “[Sharon] : ‘Expenditures for staff services... we’re at \$[173,000]. And we budgeted \$[202,000].’”
- “[Sharon] : ‘Operating expenses, we are at \$[70,395]. And we budgeted \$[84,000].’”
- “[Sharon] : ‘Capital expenditures... we are at \$[76,022] in a budget \$[87,600] so we’re under budget in there and we got like one month to go at the end of [October].’”
- “Sharon: ‘Hoopla... last month... \$[275] for the month.’”
- “Sharon: ‘We increased [Hoopla]... part of that is going to come out of... the genealogy and the Brainfuse.’”
- “Sharon: ‘We’re not going to have any, no e-cards, you know, beginning [January 1]... non-residence cards... \$[40] for the year, starting in [January].’”
- “Sharon: ‘ProQuest... almost \$[1,800]. And then Brain Fuser, we’re not going to renew it. That was \$[4,000].’”
- “Sharon: ‘Scanning... we’re going to do... \$[0.20] a page.’”
- “Sharon: ‘Faxing... change... to \$[0.50] a page up to \$[10].’”
- “Bev: ‘I think it’s best to be on record that it was voted on. And a roll call probably is best for something like that because it involves money.’”
- “Bev: ‘I’ll make the motion that we move forward on the items that were mentioned in this.’”
- Roll call recorded: “Joni: ‘Lisa, vote yes or no.’ Lisa: ‘I vote yes.’ Joni: ‘Connie? Yes. Bev? Yes. Ed? Yes. Sharon? Yes. Oh. Denise? Yes. Joni? Yes. Caitlyn? Yes.’”
- **Points of Divergence:**
 - “Bev: ‘So, did you all vote on these last time.’ / Sharon: ‘I don’t know that we voted on them.’”
- ****Interim Conclusion:**** Motion and roll call approved discontinuation of e-cards, non-resident card pricing, Brainfuse non-renewal, scanning and faxing fees; ProQuest discussed.
- ****Agenda Item 3:**** Director’s report
 - **Supporting Data:**
 - “Sharon: ‘Library card sign-up month with [149] people either renewing or getting library cards.’”
 - “Sharon: ‘Fall festival... over [600] people stop by the booth.’”
 - “Sharon: ‘Farmer’s Market, we had over [300] people come by.’”
 - ****Recommended Actions:**** None explicitly stated.
- ****Agenda Item 4:**** Old business updates (tuck pointing, building colors, mural, Chili Supper, architect plans/bids, chess table)
 - **Key Points:**

- Building colors:
 - “Sharon: ‘They put... examples of the colors... we thought a light gray... and a dark gray for the trim and the white letters...’”
 - “Caitlyn: ‘Like, that is clean, crisp, modern.’”
 - “Bev: ‘I think we vote on everything.’”
 - “Joni: ‘Joni makes a motion.’ / [Speaker 3] : ‘Second. Color set.’”
 - “Sharon: ‘They said [two weeks], but one of the guys is on vacation this week, so it might take a little longer.’”
- Mural idea:
 - “Sharon: ‘We thought about, after it was all done, putting a mural somewhere... maybe in the doorway...’”
 - “Bev: ‘Now I just hate to see those walls messed up right now.’”
- Chili Supper:
 - “Ed: ‘I went and bought just about everything.’”
 - Volunteers and schedule: “[8 a.m.]” start; “Caitlyn: ‘11 until it’s sold out.’”
 - Equipment: “Denise: ‘Their kitchen is not super well stocked... bring the roaster... hodgepodge...’”
 - “Denise: ‘I have a [30 quart] and a [20 quart]... five gallons...’”
- Architect plans and bids:
 - “Sharon: ‘I’m gonna put it in the paper [October 24]... the structural engineer... provided me the lenti... and the RFP... bidders response form... ready [October 24]... then we’ll get bids after that...’”
 - Discussion on opening bids at [5:00] before next board meeting and voting immediately after.
- Chess table:
 - “Sharon: ‘They put the concrete out... we’re ready... she’ll let us know when they’re ready to bring it.’”
- **Points of Divergence:**
 - Mural placement: support vs. concern.
 - Chili Supper specifics (noodles vs. Fritos/hot dogs): uncertainty noted.
- ****Interim Conclusion:**** Building color scheme motioned and seconded; Chili Supper proceeding; RFP publication set for [October 24] with [5:00] bid opening plan; chess table delivery pending.
- ****Agenda Item 5:**** New budget approval and adjustments; wage schedule updates; allocations; Stifel funds
 - **Supporting Data:**
 - Budget line: “Sharon: ‘Some things in yellow I changed... property tax... we had it at \$[260] and I kept it that way. We did get more property tax since the last meeting... I added that in.’”

- Budget timing: “Sharon: ‘All the year totals were up to date as of the end of September. So that will change one more time at the end of October, but this starts [November 1st].’”
- Wage changes: “Sharon: ‘Janice and I were looking over the wages as well, and we changed those a little bit.’”
 - “Sharon: ‘Kathy, well, Kirsten and Carl... minimum wage so that was already going up... Andrea and Kathy we’re gonna get just like a [25¢] raise... I got [3%] raise Andrea was like [5%] a raise and Janice is like a little over like [7–8%] raise.’”
 - “Sharon: ‘I changed Social Security and Medicare according to what our new wage schedule is.’”
- Allocations:
 - “Sharon: ‘For travel, like conferences, I increased it to a total of \$[3,000]... we increased that by \$[1,000], so it’s \$[3,000].’”
 - “Sharon: ‘We added... staff training... I put \$[500] on that.’”
 - “Sharon: ‘Electronic resources increased... by \$[5,000] to \$[20,000]... not doing ProQuest, not doing BrainFuse.’”
 - “Sharon: ‘MicroFish... that’s like \$[800] a year.’”
 - “Sharon: ‘Last month there was only \$[275] for Hoopla... Right now, it’s like [4] checkouts and \$[1.99] per checkout.’”
- Loan payment: “Sharon: ‘We’re going to owe \$[33,000], but we’re going to send them \$[38,000] just to pay it extra on that loan.’”
- Stifel funds and tuck pointing:
 - “Bev: ‘Tuck Point is going to be over \$[40,000] right yeah.’”
 - “Ed: ‘Was it \$[47,000].’”
 - “Joni: ‘Taking \$[50,000] out, putting \$[30,000] into a new Stiefel account...’”
 - “Sharon: ‘He told me they invoice by every [two weeks]...’”
- **Recommended Actions:**
 - “Jen: ‘We probably need to go ahead and take that much money out so that we can just pay him.’”
 - “Joni: ‘Take it, see what we need, and then reinvest it... We’re also doing ADA.’”
 - “Caitlyn: ‘Take what we need, let the rest draw.’”
 - “Joni: ‘Do we need to vote to do that... Yes.’”
- ****Agenda Item 6:**** Stifel withdrawal, budget approval vote, furniture purchase, courier threshold, IT policy change, paving/concrete
 - **Key Points:**
 - Stifel withdrawal:

- “Jen: ‘Do we want \$[50,000] or do we want \$[55,000]? We need to vote on the amount that we’re taking out.’”
- “Joni: ‘I make a motion to pull [50,000] out of steeple balance of that and put start a third steeple account and then if we need to move from the other two any extra funds that are not going to be insured we can put them in the third account so I want you to make all those changes.’”
- Roll call approval: “Denise said yes. Ed? Yes. Bev? Yes. Jennifer? Yes. Connie? Yes.”
- Budget approval effective [November 1] :
 - “Sharon: ‘Does anybody have any questions about the budget for next year’s budget? Because it has to go into effect [November 1st].’”
 - Roll call approval recorded: “Joni, yes. Denise, yes. ... Ed, yes. Bev says yes. ... Jen says yes. Honey, yes. Lisa, yes. Caitlyn, yes. Joni, yes.”
- Courier (MALA):
 - “Janice: ‘We have two days of courier service and we could go up to [5,900] items a year if we exceed that we have to add a day ... we’re at [5,500] ... their calendar goes from [July] to [June].’”
 - “Sharon: ‘And then we got that grant was probably like about \$[3,000] for the courier service that we have now.’”
 - “Janice: ‘So \$[3,000] for two days for a year.’”
- Furniture purchase:
 - “Joni: ‘This is the bid for four chairs and one sofa without the arm.’”
 - “Janice: ‘My reason for not having the arms is we have some parents that aren’t attentive to their kids, and their kids sit on them. And they break them.’”
 - “Joni: ‘Shipping’s free. ... it’s like \$[1,000] difference.’”
 - Color: “Sharon: ‘Well, it’s going to go with the grayish exterior.’ Joni: ‘So I say stick with black and gray.’”
 - Roll call approval: “Denise ... yes. Ed? Yes. Bev, yes. ... Jen, yes. Connie, yes. Lisa, yes. Caitlyn, yes. Joni, yes.”
- IT policy change:
 - “Sharon: ‘We thought it would be appropriate to pay hourly ... average is \$[80] per hour.’”
 - “Sharon: ‘It was \$[350] a month ... I did basically five hours a month ... that was \$[4,800] a year ... additional \$[600].’”
 - “Bev: ‘So you think we’re going to save money by doing it that way? It could, yeah.’”
 - “Caitlyn: ‘Do we have a contract with them? No.’”

- “Joni: ‘I would say we need to have some sort of formal something with him to sign. And once he agrees to it... then I think we could vote on it.’”
- “Sharon: ‘I’ll do that and I’ll email it to you guys ... if you guys don’t mind voting for email after I send it to you.’”
- Paving/concrete:
 - “Sharon: ‘They’re supposed to be here this week ... to do those couple areas this week. So the area by the handicapped and the other area, right?’”
 - “Sharon: ‘I still haven’t gotten, the concrete guy hasn’t gotten back with me yet.’”

3. Decisions Made

- **Confirmed Items:**

- ★ Motion and roll-call approval to implement: discontinue e-cards beginning [January 1]; set non-resident library cards at \$[40] per year starting in [January]; do not renew Brainfuse \$[4,000]; adjust scanning fees to \$[0.20] per page; adjust faxing fees to \$[0.50] per page up to \$[10].
- ★ Proceed with building color scheme: light gray body, dark gray trim, white letters (motion and second recorded).
- ★ Withdraw \$[50,000] from Stifel, open a third Stifel account, and place leftover funds into the third account to accrue interest (approved via roll call).
- ★ Approve next year’s budget effective [November 1st] (approved via roll call).
- ★ Purchase “four chairs and a sofa” without arms; colors aligned with black/gray scheme; shipping free; approximately \$[1,000] difference noted (approved via roll call).
- ★ Wage schedule updates effective [November 1] : raises of [25¢] for Andrea and Kathy; percentage raises of [3%] (Kathy), [5%] (Andrea), [7–8%] (Janice); Kirsten and Carl tied to minimum wage; Social Security and Medicare adjusted accordingly.
- ★ Increase travel to \$[3,000], add staff training \$[500], increase electronic resources by \$[5,000] to \$[20,000].
- ★ Plan to pay \$[38,000] toward loan when owing \$[33,000] to pay extra.

- **Items Pending Verification:**

- ◆ ProQuest renewal status at almost \$[1,800]; discussion noted without explicit final vote in transcript.
- ◆ Courier service potential third day cost if exceeding [5,900] items; decision deferred pending more information.
- ◆ IT policy change from flat rate \$[350]/month to hourly \$[80]/hour; requires formal agreement and subsequent vote.

- ♦ Exact tuck pointing amount: references to over \$[40,000] and possibly \$[47,000]; confirmation needed.

4. Actions

- ****Task:****Publish RFP notice and bidders' response form
 - **Responsible Person:**@Sharon
 - **Deadline:**[October 24]
- ****Task:****Open bids prior to next board meeting and facilitate Q&A
 - **Responsible Person:**@Sharon; board attendance coordinated by @Joni
 - ****Deadline:****Next board meeting at [5:00]
- ****Task:****Implement library card policy changes (discontinue e-cards; set non-resident card fee)
 - **Responsible Person:**@Sharon
 - ****Deadline:****Effective [January 1]
- ****Task:****Adjust scanning and faxing fees
 - **Responsible Person:**@Sharon
 - ****Deadline:****Not specified
- ****Task:****Coordinate Chili Supper staffing and equipment; serve starting at [11]
 - **Responsible Person:**@Speaker 2 (scheduling), @Jen/Denise (supplies/equipment); volunteers: @Denise, @Joni, @Ed, @Kathy Smith, @David Lee Fraser, @Barb Dantridge
 - ****Deadline:****Event day starting [8 a.m.] setup; serving at [11] until sold out
- ****Task:****Confirm building color scheme with contractor; monitor timeline
 - **Responsible Person:**@Sharon
 - ****Deadline:****Contractor indicated [two weeks], with possible delay due to vacation
- ****Task:****Coordinate chess table delivery with chess club contact
 - **Responsible Person:**@Sharon
 - ****Deadline:****Pending confirmation
- ****Task:****Finalize and vote on Stifel fund movements (withdrawal and redistribution to avoid insurance cap)
 - **Responsible Person:**@Joni (initiating vote), @Ed (treasurer coordination)
 - ****Deadline:****Not specified
- ****Task:****Contact contractor to confirm tuck pointing invoice amount and schedule
 - **Responsible Person:**@Sharon
 - **Deadline:**"[tomorrow]" referenced; exact date not specified
- ****Task:****Prepare to withdraw \$[50,000] from Stifel; allocate \$[30,000] to a new Stifel account; manage distribution across accounts
 - **Responsible Person:**@Ed/Sharon

- **Deadline:**“in the next couple of weeks” for payment; exact date not specified
- **Task:**Process invoices biweekly for tuck pointing and other expenses
 - **Responsible Person:**@Sharon
 - **Deadline:**Every [two weeks]
- **Task:**Monitor Hoopla usage and costs; consider increasing checkout limits if monthly spend remains around \$[275]
 - **Responsible Person:**@Sharon
 - **Deadline:**“for a few months”; exact dates not specified
- **Task:**Provide full report on accounts and funding needs
 - **Responsible Person:**@Ed
 - **Deadline:**Next meeting
- **Task:**Scan and send bank/account statements
 - **Responsible Person:**@Sharon
 - **Deadline:**“Tomorrow”
- **Task:**Contact paving company; follow up with concrete contractor
 - **Responsible Person:**@Sharon
 - **Deadline:**“This week” for paving; follow-up on concrete timing
- **Task:**Order approved furniture; select colors
 - **Responsible Person:**@Janice; vendor contact forwarded by @Joni
 - **Deadline:**Not specified
- **Task:**Draft formal IT hourly agreement and send for signature; coordinate email vote
 - **Responsible Person:**@Sharon
 - **Deadline:**“By the first”

5. Risk Alerts

- **Potential Issues:**
 - “It’s very much a hodgepodge... their kitchen is not super well stocked.”
 - “It might be hard for everyone to get here at [5:30].”
 - “They said [two weeks]... might take a little longer.”
 - Public reaction to discontinued genealogy resources and Brainfuse: “If some person... says that they can no longer get their Ancestry Library.”
 - “Was it right at \$[40,000]?.. Was it \$[47,000]... I don’t know if he included that in the back room.”
 - “We’re getting to over that amount. Then we have to divide it out.”
 - “We weren’t sure where to put all this remodel stuff because I don’t know how much it’s going to cost.”
 - Exceeding MALA threshold of [5,900] items per year may require adding a day.
 - Lack of formal IT contract.

- **Contingency Plans:**

- “Bring the roaster... bring it with your name on it.”
- “They can be there at [6] and that’s fine too. As long as she’s... not by herself.”
- “[Speaker 2] : ‘But we do have other genealogy resources to let them know about.’”; “[Speaker 3] : ‘Jefferson County has a good one.’”
- “Take what we need and... reinvest it... Or open a new one, so a third account at Stifel.”
- “Just dig it out reserves if we do need it.”
- “We can try it for a year, and if we don’t like it, right, then we can switch it up.”