

Minutes of Library BOT December 2, 2015

Called to order at 7:35

Moment of reflection for San Bernadino shooting

Review of minutes:

Review minutes 11/12

- Motion to accept: Barbie, second Bob
- Accepted: Unanimous

Minutes 11/23

Correction: Notice that Ed has sent in his resignation.

- Motion to accept as amended: Barbie, Second Tim
- Accepted: Unanimous

Review of library budget for 2017

Questions page 4

- Utilities electric: rates dropping
- Building supplies: Reduced. Changes reflect different allocations to other lines

Page 3

- Decrease in hours of library aids: Correction to old budget (from previous library director)

Page 4

- Correction: 19.1% of total budget needs to be allocated to purchase books. Need to clarify where sources of this fund comes from.

Question re \$15,000. Is this a capital expense and belong elsewhere? (\$12,000 for bathroom replacements and \$3,000 for lighting.) This is new in that prior history (prior librarians) is that the library has not gone to the town. Capital expense need to go to Capital Planning.

- All of the building maintenance/improvements should go to town as this is not about running the library, but maintaining the building.
- We need to understand where these items need to be listed to get something done this year. Capital planning or budget? Suggestion to call Doug or Craig, then Capital Planning.
- Melissa to call Craig to understand procedure and whether he will take capital expense into his budget. And to reply to us in writing.

Janitorial services: Building commission (Dave Ellis, Craig Martin) are reviewing historic numbers. May add more hours, but during the day.

Key concern: need for brighter lights in lobby area.

JAN 20 2016

Based on survey results: Can we increase the number of hours the library is open? We have less open hours than surrounding libraries and the lowest budget in the area (even though not the smallest town). It was a concern identified in the survey. Proposal?: Can we include an amount representing 15 hours or 6% of budget. But we have to have at least 2 people in the libraries at all times. So makes major impact on staff schedules. But, we have to process the results of the survey and determine more of what's possible. Can we ask for an increase in hours even if we get shot down?

Survey

Thank you note reviewed and revised. Copy attached. We will send this to the Stow Independent.

Question about how to process the data.

Do we need a committee to review?

Questions:

How accurate? Did people have confusion about "importance" ranking?

Some people did not respond to some items. What should we do with the weighting?

Did we ask the question incorrectly? Responses for "me?" Or for what the library should be like? Are the scores "absolute?"

What about "0"? Its not included (no responses). What's an important number for us?

Proposal for next meeting: We all interpret the data on our own and each gets 5 minutes to report on their interpretations of the data. And next we decide how to act on the data going forward.

- Remember the purpose of the survey was to start the building process and give results to the building committee.

9:15

Move to adjourn: Kathy

Second: Barbie

Thank You For Completing the Survey from Randall Library

Thank you to everyone who responded to the recent survey from the Randall Library Board of Trustees. We had a great response. Your comments will help us plan next steps for the future programs and facilities. The Trustees particularly appreciate the number of people who volunteered to help shape the library's future.