

Stone County Library

Regular Board Meeting

May 16, 2019

The Board of Trustees of the Stone County Library met in regular session on Thursday May 16, 2019. The meeting was called to order by President George Scott. Those present were George Scott, Jim Huy, Angie Evans, and Pam Sheridan. Two members from GHN Architecture were also in attendance.

Mr. Scott requested that the meeting agenda be changed to allow the architects to speak first.

Brad Baker and David Frohling shared with the board that they had looked at the space, and taken measurements. Their next step was to speak with the board to get input on what the Library Board felt is needed for the space. Mr. Huy shared that the board had held a community meeting to get input from patrons and community members. From that meeting it was felt that a meeting room is one of the key necessities. Mr. Scott felt that the meeting room should be at the front of the building, so that it can be sealed off after hours for groups that want to use the meeting space when the library is not open. Mr. Baker suggested using the current building as the adult side. Mr. Scott felt that the current side could be used as a children's area. Mrs. Payne stated that her concern would be ensuring that the kids area is visible to staff, as that is a concern with the current building. Mr. Baker asked if the library had a budget for the project. The board stated that they do not have a budget currently. The architects felt this is a better way to start the planning process. Mr. Scott next shared that he would like to see a layer of foam put on the existing roof and then covered with a rubber membrane to help with utility costs, and that he would like to see the HVAC located on the ground, with tube ductwork running through the building. The board agreed that they would like to keep the aesthetic of the building by preserving the ceiling tiles and using retro style LED lighting. Mrs. Payne stated that she would like family style bathrooms with a changing table, and Mr. Scott added that he would like them to be undesignated. The library would also like a kitchenette near the meeting room and bathrooms. The architects felt that the best path is to create a plan addressing the needs and wants, present the cost, and then let the Library Board determine if the cost is acceptable or if anything needs to be done to reduce the cost. Mr. Scott stated that he would like to see the new space have easy to clean flooring like what was installed in the meeting room at Galena, with bookshelves along the walls. The architects mentioned that acoustic panels could be put on the walls to dampen sound if necessary. The library board also discussed running conduit along the columns, and Mr. Scott mentioned the possibility of running wiring under book cases if necessary. Mrs. Payne shared that she would like a circulation desk that accommodate 2-3 employees and that is at a comfortable level for staff to interact with patrons. Mr. Scott stated that if the library needs to it can take out a bond. The architects felt that they could have a rough plan together before the next meeting.

The minutes from the previous meeting were reviewed. Mrs. Evans made a motion to approve the minutes as presented. Mr. Huy seconded the motion. All voted in favor. **Motion Carried.**

Next the treasurer's report was shared. The balance for treasurer's cash at the end of April was \$867,155.67 and the building reserve was at \$196,016.24. There were no significant payments for the month of April. Mrs. Evans made a motion to accept the treasurer's report. Mr. Huy seconded the motion. All voted in favor. **Motion Carried.**

Mrs. Payne shared the librarian's report. She shared that she added in the wireless usage statistics for Galena to show the number that was not being reported in the computer usage statistics previously. Mr. Scott asked about the wireless statistics from the other branches. Mrs. Payne shared that the wireless routers in place at those locations do not allow for tracking currently. She also showed that she is now including a category for outreach numbers. This reflects the number of people being served that are not coming through library doors. Mrs. Evans shared that the children's librarian, Patty Roman, did a fantastic job with her outreach at the Crane afterschool program.

Mrs. Payne shared her updates for the Crane branch. She informed the Board that she had someone come out to look at tuck-pointing the building, since water is getting in again. She expects to have that quote in a week, and stated that it should also include cleaning up the expansion and doing any necessary tuck-pointing on that building. She also shared that the electrician should be installing the lights on the expansion today.

Blue Eye updates regarding the school property were shared. Mrs. Payne stated that she had not heard anything from the school, and had sent the superintendent an email that day, but that she didn't expect to hear back from him immediately, since school was letting out.

In Galena updates, the meeting room renovations have been completed. This included replacing flooring, adding a chair rail, and repainting areas that had been scratched. Mrs. Payne presented two estimates to the Library Board for the work on the exterior wall that is letting moisture through. Both are from David Baldwin. The first is for \$650 and involves putting a sealant on the wall. The second was for \$1,450 and involved pouring a concrete liner in the box. The board decided to use the \$650 option. Mrs. Payne next asked how the board would feel about a maintenance contract with Mr. Baldwin, since he is completing much of the work the library needs done. Mr. Huy suggested a sole source agreement, which Mrs. Payne agreed with.

Mrs. Payne next shared that she held a staff training day on May 8th while the library was closed. Mark Boulton came and taught library staff some self-defense tactics that could be used.

In other business, Mrs. Payne presented a quote from KPM to upgrade the library servers. It is their recommendation to run separate servers at each branch, so that they can function independently. Mr. Scott asked if this would be a continual cost. Mrs. Payne said that it is a one-time cost, but it is expensive at \$3,700. Mr. Scott asked if it is in the budget, and Mrs. Payne stated that it is. Mrs. Payne also stated that they would add the new time management software at the same time to cut down on cost. Mr. Huy made a motion to accept the proposal. Mrs. Evans seconded. All voted in favor. **Motion Carried.**

Mrs. Payne next shared that Morenet, who hosts the library website on their server, contacted her to let her know that the software used for the website is outdated. She shared with the board that there are two options. They can hire someone to build a new website, or she can create one using Wordpress. She shared that the second option may not look quite as nice as one built by a professional, but many libraries use Wordpress. She shared that she had done plenty of work in Wordpress and it wouldn't be a problem. The board agreed that Wordpress sounded like the best solution, since it is free.

Next the board discussed changing the monthly meeting from 3 PM to 1 PM. Mr. Huy made a motion to move the set time of the meetings to 1 PM. Mrs. Sheridan seconded. All voted in favor. **Motion Carried.**

Mrs. Sheridan asked for a reminder of the time change before the next meeting.

Mr. Scott next brought up library closings for inclement weather. The current policy is to match the school. He requested that the policy be changed, so that closing happens at the Library Director's discretion. Mr. Huy suggested calling the courthouse to see if they are closed. Mrs. Payne stated that modified hours could be used if staff needed extra time to make it. Mrs. Evans made a motion to change the policy. Mr. Huy seconded. All voted in favor. **Motion Carried.**

The meeting was adjourned. The next regular meeting will be held June 20, 2019 at 1 PM.

Respectfully,

Rebecca Payne

Recording Secretary