

Columbus Public Library

Library Board Meeting Tuesday February 19, 2019 Phyllis Luchsinger Callahan Meeting Room

Peter Kaland called meeting to order at 5:00 PM.

Present: Trina Reid, Sara Sample, Sharon Egan, Sue Salter, Jim Schieble, Deb Haeffner, Merry Anderson, Cindy Fesemyer. Nora Vieau was absent, excused.

Adoption of the Agenda: Jim moved and Sara seconded that the agenda be adopted as presented. Motion Carried

Board Minutes: Jim moved and Sue seconded that the Minutes of January 15, 2019 be adopted as presented, with correction to Friends of the Library report. Motion carried.

Financial Secretary's Report:

- F&M CDARS balance is \$34,358.18.
- F&M checking balance is \$8848.95.
- F&M saving balance is \$7496.42
- The SCLS Foundation Fund balance is \$290,756.73.

Approval of Bills: Sara moved and Sharon seconded a motion to approval payment of bills in the amount of \$30,507.51. Motion carried.

2018 Budget: Very close to being finalized. See packet for full report.

2109 Budget: See packet for report.

Director's Report:

- See report in packet for general information, statistics, fines and fees, lost materials and, circulations by municipalities, and e-marketing analysis.

President's report: None

Friends of the Library Report: Sue reported that officers were elected at their last meeting. Book sales are going well.

Correspondence: None

Committee Reports:

- Policy: None
- Personnel: Sue reported that the committee met recently to discuss evaluations, job descriptions and the fundamental duties of the Personnel Committee. She presented a draft of a Personnel Committee Description to be considered for the Bylaws. Comments were given and recorded. The committee will edit draft and will disseminate electronically to Board members, for possible action at the April meeting.

- Buildings and Grounds: None.

Unfinished business:

- Bylaws Review: See packet for draft proposal. Board members made suggestions, which were recorded. Pete will edit draft. It will then be disseminated electronically to Board members for possible action at April meeting.

New Business:

- Annual Report: Cindy shared report with Board members. See packet. Sharon moved that Pete sign to accept report as presented with additions of “SCLS has been a wonderful and very supportive partner.” Sara seconded. Motion passed.
- Circulation Review Policy: See packet for current policy. Cindy requested that an ad hoc committee be formed to look at various items. Pete and Deb volunteered to be on that committee.

Adjournment: Jim moved and Deb seconded to adjourn at 6:32. Motion carried.

Next scheduled board meeting: March 19, 2019.

Sharon Egan
Columbus Public Library Board Secretary

Columbus Public Library
February 2019 Report
(Distributed at March 19, 2019 library board meeting)

DIRECTOR’S REPORT

PLANNING

-As I write this, we’re gearing up for the big Community Potluck and City Planning event at the Pavilion. Hopefully you were there to share your opinions.

-Please take the community planning survey TODAY, if you haven’t already:

<https://www.surveymonkey.com/r/Columbus2050>

-Our building run-through with MSA Consulting went well. Carter and I toured both the library and the Annex and I shared our Space Needs Worksheet from the library’s 2015-2019 Strategic Plan. Turns out we need more space. ☺

MARKETING

-We began marketing programs in the Fall River Newsletter, *The Pirate Press*, and will continue to do so monthly.

PROGRAMS

-The teen lock in and Manga Making program drew in a different group of teens than we've seen before, with teens from St. Jerome's and Beaver Dam in attendance. We had 13 teens locked in at the library!



-Our March afterschool club STEAM Power had local kiddos building and programming robots (photo). The Columbus Public Library is all in for helping teach Science, Technology, Engineering, Art, and Math programs.

-Our newest staff member, Catherine Walters Brick, continues creating wonderful programs for area adults. She singlehandedly created our two part series: Get To Work that helps people entering or re-entering the work force get their application materials polished up for 21st Century employment. Her latest idea is to bring book clubs to senior living locations. She's starting with the Larson House.

-The Summer Reading Program, A Universe of Stories, will be out of this world for 2019. We're nearly done planning our 10 week program that promotes youth and adult reading

throughout summer months. This program helps kids prevent summer slide—falling back in reading skills over the long summer vacation—and keeps adults turning those pages.

STAFF

-Many thanks to Heather for joining the Circulation Policy Ad Hoc Committee. We couldn't do a go revision without her knowledge of the daily goings-on at the circ desk.

-I am pleased to be implementing a 4-part community engagement curriculum for Columbia County Directors. It's based on the program created for the staff of the Free Library of Philadelphia, for which I sat on the advisory council.

-I'll be in Calgary for the next PLA Board meeting, out April 6-9.

-I continue working with the Personnel Committee, currently working on revising my job description.

MATERIALS

-The Children's Nonfiction section just got a fresh batch of series books, covering topics from math to planets, Minecraft to Anne Frank and the new display containing these books has circulated much more than any display in recent memory. ("Read About It" display near the children's desk). Thanks for your efforts, Meg!

-Weeding our collection is an ongoing effort. Sue's next target is the CD bins. Things are getting pretty tight up in there.

BUILDINGS

-The heat in the upper level of the Annex went on the fritz a few days in early March. With a new circuit board installed on the furnace, we should be good to go. Thanks to our local artists who put up with chilly studios for a weekend.

MEETING/CONTINUING EDUCATION SUMMARY REPORTS

MEETINGS

- City Department Head meetings
- Road Map to 2050 meetings
- SCLS Admin Council

- Rotary
- Columbus Literacy Council
- Columbia County Library Board
- Library Board

2019 GOALS legend

Columbus Road Map 2050

Library Strategic Plan

New personnel evaluation system

Respectfully submitted by Cindy Fesemyer