

President James A. Hoffman called the September 28th, 2016, meeting of the Library Board to order at 4:00 pm.

Present: Gerry Baecke, Sheryl Hanson, James A. Hoffman, James Jannes, Imogene Jensen, Nodie Kipp, Steve Strupp, Van Thompson, Jeannine Zmuda

Also Present: Laura Long, Library Director

Minutes: Van made a motion to approve the minutes of August 24th, Steve seconded; motion carried.

Financial Report: The financial report was reviewed and placed on file for audit.

Bills: Bills for September in the amount of \$48,451.14 were presented. Gerry made a motion to pay the bills, Steve seconded; motion carried.

Librarian's Report: See attached. Jim suggested Laura reevaluate the hours the library is open. As building plans progress we may consider doing a new needs assessment.

Communications: None

Reports: Building and Grounds – Trees have been trimmed on 17th Avenue and a gutter needs to be replaced. Laura contacted a John Marx to put walls around Laura's office area.

Personnel Committee – James A. will be writing Laura's job evaluation. Contact him if you would like to contribute a comment.

Incidents – none

Foundation Fund - \$1,598 was added

Old Business: Triumph Bank Update – things are still moving along

City Self Insurance Fund – The library's premium will be \$5,500 a year to be included in the City Self Insurance Fund.

Replacement Tax Update – Megan has not heard anything from the state about repayment.

Director's Job Description – Van made a motion to approve the job Description, Gerry seconded; motion carried.

New Business: Patron Behavior Procedures – Laura presented the current copy. Tami and Laura are working on progressive discipline procedures.

Finance Committee Meeting – Laura will schedule a date for the committee to meet.

Policy Committee – Laura will schedule a date for them to meet.

Closed session: None

President's items: None

Other: None

Public comment: None

Items to be placed on next month's agenda: budget
Building & Maintenance Resolution

Van made a motion to adjourn the meeting, Jeannine seconded; the meeting adjourned at 5:05 pm.

Respectfully submitted,

Imogene Jensen, secretary