SPECIAL MEETING OF THE BOARD OF TRUSTEES OF POPLAR CREEK PUBLIC LIBRARY

DISTRICT

Monday June 11, 2012

Main Library

Board meeting Room

President Susan Spooner called the meeting to order at 7:30 p.m.

1. Roll Call-Present: President Susan Spooner; Secretary Amy Ellis; Treasurer Sherri Harry; Trustees Pat Carl; Bonnie Hulke, and Candace McCreary.

Absent: Trustee Kim Schroeder

- 2. Pledge of Allegiance
- 3. New Business
- a. The purpose of the Meeting is a presentation by the Financial Manager regarding the Annual Budget and Appropriation Ordinance for July 1, 2012-June 30, 2013 and a discussion by the Board of Trustees regarding same and Approval of Ricoh Contract.

Budget Discussion:

Ms. McCreary asked what per cent was added for cost of living and utilities.

Sue Haisan increased salary by 3% and increased utilities.

Ms. Spooner asked if the new phone system was included in the budget.

Sue Haisan replied yes, and the Branch will be included in the new system.

Ms. McCreary asked why there was no money in the Audiovisual-juvenile.

Sue Haisan said that it has been transferred to another category.

Ms. Harry asked about the amount in District Administration.

Sue Haisan said she'd left it consistent with previous years because ALA will be local next year and the trustees were considering a retreat.

Ms. Harry asked about where the money that might be used for improvements for the Branch would be. Discussed where that could be. Could be included in Professional Services Branch.

The Board chose to reduce legal services (\$15,000) and district administration (\$15,000) to add to this project.

Ms. Spooner asked Sue Haisan if she would be comfortable with borrowing against the reserve for Branch improvements. Sue Haisan feels we are in good shape at this point.

A line would need to be added for Capital Improvements for this project. Will put \$350,000 in this line.

Ms. McCreary asked how Professional Services and the specific Professional Services for the Main and Branch were different.

Sue Haisan explained where the different services fall.

\$5,000 will be added to Building Improvements-Main for acoustic panels.

Ms. McCreary asked if employees pay a portion of their health insurance. They do.

Ms. Harry asked how much they pay.

Sue Haisan shared the amounts. They vary per plan and number of people covered.

Ms. Hogan reported that they have been talking with a broker to consider different health insurance plans that would allow the library to continue to have good insurance, but, spend less.

Ms. Hogan and Sue Haisan reported on the staff wish list:

The staff would like to add a function to allow patrons with their own computers to allow wireless printing, at a cost of \$2,500 per year. Ms. McCreary wondered if there is a way to track how well it is used to make it worth the cost. Will try for a year.

The staff would also like "unlockers" where patrons can open the DVD's themselves. 3 units were over \$17,000. The Board was concerned about the security problems this could cause. Chose not to include in this budget.

Compact sorters for the RFID system has 5 bin sorters, but, is not expandable and costs about \$48,000. The 3 bin sorter system is expandable and costs over \$73,000. The Board chose not to include this.

For Story hour, which has expanded and no longer fits in the story room Children's would like panels to separate a space for the story time. There were a variety of options. One of the less expensive options was about \$4,000. The Board chose to add to Building Improvements for this.

Ricoh Contract-Sue Haisan explained different options.

b. Ms. McCreary moved and Ms.Carl seconded a Motion to Approve Ricoh Contract with the option (3) of getting 9 new mfp's and 14 new printers for a 60 month lease @1467.41 per month with 60 month price lock on all.

Roll Call Ayes Carl, Ellis, Harry, Hulke, McCreary, Spooner

Nays

Absent Schroeder

Motion Passed

Ms. Carl moved and Ms. Hulke seconded a Motion to Adjourn to Next Board Meeting on June 28, 2012.

Roll Call Ayes Carl, Ellis, Harry, Hulke, McCreary, Spooner

Navs

Absent Schroeder

Motion Passed

Adjourned at 9:03 p.m.

Amy Ellis Deborah Muscarello Secretary Administrative Assistant