

LIBRARY BOARD MINUTES  
May 31, 1983

The meeting was called to order at 5:45p.m. by Chairwoman Nancy Pratt. Also present were board members Dorothy Rogers and Leonard Attrell, and Librarian Doreen Turpen.

It was moved by Dorothy, seconded by Leonard to approve the consent calendar. Motion carried.

The librarian reported on the overdues project. Letters have been sent to over 250 patrons who had material still overdue from 1982. Over 18 hours of volunteer help was used in addressing the letters and envelopes and typing the bills. A record is being made of the response to this effort, but had not been tallied as of this board meeting.

Karen Sharp, local transportation coordinator, has established a bi-weekly stop to the library. It is being advertised in the latest Senior Outreach.

Roof repairs have been completed, but an unexpected storm during the repair period resulted in some water damage to the interior. The contractor will be taking care of the repair work necessary, which will consist of removing a section of the plaster ceiling, replacing it with sheetrock, and repainting water damaged areas. Although the leaks were extensive they were discovered early and the books and work areas were protected with plastic so little loss was incurred to materials.

Doreen reported that the Library's request for a position to be filled under the Summer Youth Employment Program has been approved. The position will involve a youth who will provide some clerical assistance, but will focus primarily on creating storytelling kits and materials for use in the library and to be loaned to others.

The summer reading club is being organized as are other programs for children. The reading club will have a Bigfoot theme.

Mike Warren, City Manager, was present at this time. A rough draft of the proposed ordinance relating to the Library Board was discussed. Those present accepted the addition of a clause addressing funding of the library, the change of terms from January to July, and the addition of a clause clarifying length of service, residency requirements, and attendance.

Considerable discussion was held regarding the powers and duties of the library's board. It was acknowledged that there have been many changes in the organization and operation of the library in recent years. Mr. Warren explained the implications of the move to a City Manager form of government that was adopted with the recent change to the City Charter.

Concern was expressed that if the Board was not responsible for hiring the Librarian, they should be involved in the selection process. Dorothy expressed concern at the ambiguity of a situation of a board hiring personnel when it did not have the authority to set or negotiate salaries and other compensation. Further discussion was held regarding the hiring, firing, and discipline of other library employees and the line of authority that should be adopted.

The role of the Board regarding rules and policies was also discussed. Again, discussion touched on the appropriate line of authority as well as clarification as to what rules and policies were to be covered by the Board.

Those present accepted the idea that the Board should continue to be involved in the preparation of the annual budget. There was discussion about the Board's role in approving expenditures out of the operating budget. There was approval that the Board did not need to approve common expenditures, but that it should be involved in making recommendations and setting guidelines for the function and purpose of major expenditures.

The concept of using the Boards as trustees for donations was supported by those present. Questions were raised about the handing of various funds and it was suggested that the City Attorney be contacted for advice. Leonard suggested that a section be added stipulating that the City Manager be consulted before expenditures from gifts were made.

The section dealing with the Board's responsibility for planning was accepted as written as was the section on contracts.

Further work on the appropriate wording will be done by Dorothy, Nancy, and Doreen before the next meeting of the board.

Doreen presented a report on information she had gathered regarding the advisability of expanding the existing building. It was moved by Leonard, seconded by Dorothy that the Board recommend pursuing expansion of the library at the present site. Motion carried.

There was a consensus of the members present that support be given to the exploration of possible financing methods to fund an expansion project. The meeting was adjourned to Tuesday May 14 at 3:00 at the Council Chambers, in order to continue review of the ordinance and to address additional planning issues.