

Bruton Memorial Library
Library Board Minutes
April 17, 2014

Members present: Jim Chancey, Tom Thoeni, Michelle Monteleon, John Smik, Mildred Dawson, Sue Mitchel, David Sollenberger, and Library Director, Anne Haywood.

Guest: Felix Haynes

I. Call to Order

The meeting was called to order at 9am by Chair, Jim Chancey.

II. Presentations from the public

Friends of the Library report: Felix Haynes provided an update on the progress of the Friends of the Library to the Board. The Friends are actively seeking sponsors for the Mystery Dinner Theater fundraiser. The Friends are also considering if reorganization is necessary to support fundraising efforts for future growth.

III. Reading and approval of previous meeting minutes

The minutes for the March meeting were approved.

IV. Director's Financial Report of the Library

Determining how to properly budget for "Water, Sewer, and Sanitation Services" and "Indirect Cost Allocation" is still proving problematic due to the MUNIS system and reallocations from the City.

V. Library Director Report

- a. Monthly report: Most statistics have evened out compared with the previous year. Programming has stayed strong. "In Library Use" statistic included in the overall circulation calculation. Primetime reading program finished successfully—about 30 participants completed the program dedicated to family literacy.
- b. Technology: ITS will provide new computers with Windows 7 and Office 2013 between June and October. RFID tagging still in progress but moving along quickly. Incorporating "Geek Your Library" into the upcoming technology changes is being explored.
- c. Personnel: Librarian Kate Chang resigned, applications for her replacement are already arriving.
- d. Early Voting: Early voting at the Library will again cut summer programming short. Impact to library patrons discussed.
- e. Other: The Florida Library Association's (FLA) annual conference will be held from May 7-9, 2014. The conference offers opportunities for Friends, Boards, and Trustees. The Library received a \$20,000 donation from a longtime patron.

VI. Committee Reports

- a. Planning: Some preliminary non-user survey results were presented. Only 205 survey responses received out of the goal of 350. Discussion of the best way to administer surveys ensued.
- b. Policy: None

VII. Unfinished Business

- a. Foundation: The Board reviewed a document available from the Florida State Library titled "Public Library Foundations Resources for Florida Public Libraries". The Board discussed the limitations of the Friends' fundraising capacity with their current 501 status. A Friends meeting is to take place on April 22nd to discuss the role of the Friends and to assess the need for a separate Foundation.
- b. Expansion: The three-year strategic plan, to be developed in part via the planning committee, should drive expansion and the need for a new study.

VIII. New Business

None

IX. Adjourn

The meeting was adjourned at 10:07am. **Next meeting is April 17th at 9:00 am.**