

**BREWER PUBLIC LIBRARY**  
**Library Board Minutes**  
**September 8, 2003**

Present: Eida Fry, Nancy Keegan, Larry Loomis, Kay Niles, Janet Parr, Norm Sandmire, Lewis Van Vliet

Library Director: Michele Nolen-Karras

Children's Librarian: Ed Tiegs

Excused Absences: Carey Bradley, Carol Clausius

- I. The meeting was called to order by President Larry Loomis at 5:00.
- II. President Loomis indicated that the meeting was properly noticed.
- III. Approval of Minutes of August 4, 2003, Meeting: A motion was made by Norm Sandmire, seconded by Kay Niles, to approve the minutes of the August 4, 2003, meeting. Motion carried.
- IV. Approval of Agenda: A motion to approve the agenda as published was made by Janet Parr, seconded by Lewis Van Vliet. Motion carried.
- V. Approval of Privacy Policy: Five members voted to approve. Abstentions: Nancy Keegan, Janet Parr.
- VI. Director's Report:
  - Shared information re: training session on September 13<sup>th</sup>.
  - Furniture purchased by Friends of the Library has been delivered.
  - Will be getting an estimate for replacing carpet in northwest lower level room after gutter work is completed.
  - Shared info on a sonar pest repeller.
  - Staff evaluations being completed.
  - Ed Tiegs' probationary period ends on September 17. Will receive a raise in pay.
  - John Riley's probationary period ends on October 1. Will receive a pay raise.
  - 2004 Budget: Read letter from Mayor Kidd. Increases will be approved for staff. Asking that there be a zero increase in other areas.
  - On August 26, 2003, a member of the Group Dynamics group missed a step in front of the library and broke his foot. Discussed the need for a waiver and guidelines for groups using the facility. It was recommended that Library Director talk to Karen Fowell re: this matter. Karen Furchgott shared thoughts re: library use.
  - Discussed lighting in front of library. Lewis Van Vliet will talk with Bill McCorkle re: lighting.
  - Censorship Challenge: Complaint was discussed. Policy was reviewed.

A motion was made by Lewis Van Vliet that we deny the request to remove the book from the shelf. Seconded by Nancy Keegan. Motion carried.

-Michele Nolen-Karras requested compensation to defray cost of a trip to Washington, D.C., November 1-7, for training at the Library of Congress and other sites. Trip would result in 2 credits to be applied toward the Continuing Education requirement of Library Director.

A motion was made by Janet Parr that we pay \$450.00 toward Michele's trip. Motion died for lack of a second.

A motion was made by Lewis Van Vliet that we pay \$1000.00 toward Michele's trip. Seconded by Nancy Keegan. Discussion centered around the need to cover some of her travel expense in addition to the training fee. Motion carried with six voting in favor. Opposed: Janet Parr.

-November board meeting will be held on the 2<sup>nd</sup> Monday (10<sup>th</sup>).  
-Since library is well under budget in staffing/personnel, Library Director is proposing the hiring of another person for 10 hours to assist in the serious understaffing situation. Person would begin in January. Would require no budget increase. Will be included in the 2004 budget which will be presented to the board at the October meeting.

VII. Standing Committee Reports:

-Building and Grounds: Lewis Van Vliet reported that Richwood Construction will be starting the gutter/soffit work soon.  
-Personnel: Larry Loomis reported that he had met with Michele Nolen-Karras and reviewed our evaluation of her performance to-date. Michele has provided the City with a copy of the review.

VIII. City and County Board Representative Reports:

-Janet Parr indicated that she is glad to be back on the board.  
-Norm Sandmire reminded the board of the 17,000+. Earning very little interest. Needs to be used.

IX. Long Range Planning Committee/Foundation Committee/Friends:  
Kathy Bastian reported for the committees.

- Committee investigating the formation of a foundation met on August 14. After much discussion related to costs, the need for legal consultation and board membership, it was determined that they did not have enough information to make a definite recommendation to the board. Kathy indicated that they will attempt to bring this matter to a conclusion within the next 3-4 months.

-Kathy reported that Friends of the Library will be getting a permanent non-profit status. Annual meeting of Friends will be September 11.

-Long Range Planning Committee reports that the technology up-date is taking place with monies from Star Spangled. Moody will report at the next meeting. Investigating fostering partnerships with other organizations and promotion of the History Room. The committee will present the board with a final written report after their next meeting.

- X. Approval of Monthly Bills: Following discussion, a motion was made by Norm Sandmire to approve the bills for August. Seconded by Kay Niles. Motion carried.
- XI. Other Business:  
-Larry Loomis reported that he did reference checks on Richwood Construction. Reports were positive.  
-Ed Tiegs reported that he and Michele would be on the Morning Show on Tuesday, September 9<sup>th</sup>.
- XII. Adjournment: A motion was made by Lewis Van Vliet, seconded by Norm Sandmire for adjournment. Motion carried.

Respectfully submitted,



Elda Fry  
Secretary