

**SALADO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES**

Regular Meeting
5:00 p.m.
November 26, 2018

Salado Public Library
1151 N. Main St.
Salado, Texas 76571

1. *Declaration of quorum and call to order:* Meeting was called to order at 5:10 p.m. by President Nancy Mills Mackey. Others present were Bill Kinnison, Jeanie Lively, Bobbette Bell, and Pat Rehm; Joycelyn Miller was excused. A quorum was present.
2. *Public Forum (limited to five minutes per speaker):* No public comment.
3. *Secretary's report, from October 22, 2018, previously distributed electronically:* Accepted by consensus, as corrected.
4. *Treasurer's report:* Bobbette presented data from October 31, 2018. Expenses to date have been under the current budget. She could not place part of our maturing CD to either Edward Jones or R-Bank, but she was able to renew the entire CD at BancCorp South at the lower rate for public funds. This transaction was approved by unanimous consent of the Board. The report was filed, subject to audit. [Copies may be obtained upon request to the Director.]
5. *Director's Report:* Director Lively reported on November statistics and presented the December calendar of SPL events, plus new monthly program brochures for adults, teen & tweens, and children. [Copies of this report may be obtained upon request to the Director.]
6. *Presentation/adoption of Director's Goals for 2019:* Director Lively presented her goals for the coming year: (1) to complete the strategic plan; (2) to create a business center that provides online and in-library services for Salado's established and new businesses; (3) to develop a relationship with the Chamber of Commerce to create contacts with local businesses; (4) to provide technology training and professional development opportunities for the SPL staff; (5) to review and update library systems, procedures and policies; and (6) to review and update library programming. Bill suggested a 7th goal: To finish the museum book collection. Director Lively reported that all museum books have been catalogued and just need labels and plates for the shelves. She also said that two encasements for the history section have been ordered. Also, a plaque will acknowledge the gift of this collection with the full names of the museum and College Park, and a reception will be arranged. This seventh goal was approved by consensus. Bill moved that the Director's Goals for 2019 be approved; Bobbette seconded the motion, which was passed. Then the addition of estimated depreciation of assets to the SPL budget was discussed, due to discrepancies between the budget and accountant's records; it was decided to place a note in ongoing monthly reports that the depreciation of assets is not included.
7. *Discussion/approval of a new Teen Advisory Position to the Board:* Director Lively recommended that a Teen Advisory Position be added to this board. It would not include voting power or allow involvement in the discussion of personnel issues. The board members agreed that feedback from teens would be valuable, and Bobbette moved that a Teen Advisory Position be added. Pat seconded the motion, which was

passed. Nancy suggested that Julie Hoy be consulted during the drafting of a job description to be presented to the board for approval before the search begins.

8. *Discussion/approval of purchase of new computers:* Director Lively presented the best bid for new computers, since any expense over \$1,000 must be presented to this board. The first bid from SHI Government Solutions included **six Acer GN246HL computers** @\$198.29, at a total cost (with \$20 shipping) of \$1,209.74, and **six Chief Kontour K1D Series K1D220BXRH mounting components for two LCD displays** @\$250, at a total cost of \$1,500. The second bid from SHI Government Solutions included **six Lenovo ThinkCentre M710e 10UR computers**, 2@\$308 with “Door Opener Discount” for \$616.96 and 4@\$521.53 for \$2,086.12, plus **one Lenovo Think Pad E485 20KU** @\$680.34. With \$20 shipping, these second bid items cost a total of \$3,403.42. Also included were **two Lenovo Sealed Batteries for the Think Pad E485** @\$28, for a total of \$56. Director Lively explained that two staff members need computers and that the other new ones will go to the adult area, while the old computers can be moved to the kids' section. Bill suggested that she check on the monitors' warranty at Best Buy. The board members approved an expenditure of \$5,000, which is \$2,000 under budget, by consensus.
9. *Friends of the Library report:* No report was given, as the Friends Board will meet tomorrow.
10. *Agenda items for December Board Meeting:* Year-end performance of the Director, annual financial audit report, and the Director's new contract.
11. *Adjournment:* Approved by consensus at 5:03 p.m.

Next Meeting: Monday, December 17, 2018, at 4:00 p.m. (new time) at the Salado Public Library.

Respectfully submitted by Patricia A. Rehm