

SALADO PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MINUTES

Regular Meeting
4:00 pm
December 21, 2015

Salado Public Library
1151 N Main St
Salado, Texas 76571

1. Declaration of quorum and call to order: Meeting opened at 4:00 pm with Connie Cryar, Diane Hodyniak, Bill Kinnison, Jeanie Lively, Maurine Nathanson and Sara Pettijohn present.
2. Public Forum (limited to five minutes per speaker): N/A
3. Secretary's report and reading of amended agenda for 11/23: Minutes were amended then approved by consensus of Board to read: 10. Agenda items for December Board Meeting: Board to conduct Library Director performance review, set Library Director's contract and salary, and approve 2016 library goals.
4. Treasurer's Report: See Attachment 1.
5. Library Director's Report: See Attachment 2.
6. Presentation/adoption of Director's goals for 2016: The Board adopted the Library Director's goals. See Attachment 3.
7. Performance Review of Director: The Board discussed and approved the Library Director's performance.
8. Discuss and approve new contract for Library Director: The Board unanimously approved a new contract for the Library Director after meeting in executive session from 4:24 pm to 4:44 pm for discussion.
9. Friends of the Library Report: Book bags were sold for the stroll. The Friends did not meet in December.
10. Agenda items for January Board Meeting: Updating staff job descriptions and performance reviews and review, update and approve Investment Policy and Strategy Document.
11. Adjourn: Meeting adjourned at 4:55 pm.

Submitted by Connie Cryar, December 23, 2015.

We reserve the right to adjourn to executive session during meeting. Next meeting: January 25, 2016, 5:00 pm.

Treasurer's Report

December 21, 2015

submitted by Sara Pettijohn

Checking Account	Balance
Balance Sheet as of	
30-Nov-15	48,107.70
Current FSB Acct (12/17)	73,219.50

Sales Tax Revenue	Income	% Change
Dec 2015	24,875.07	7.2%
Dec 2014	23,196.40	
Period: Sep thru Dec		% Change
Cumulative for FY '16-'15	92,865.93	-3.3%
Cumulative for FY '15-'14	96,008.58	
Budget for FY '16-'15 *	278,200.00	

Expenses: Sept. thru Nov	
Total Expenses YTD	66,082.27
Estimated Expenses YTD	73,131.31
Over/Under Budget	under
Amount (over/under)	7,049.04
% of Budget Spent	24.2%
Fiscal Year Budget	272,908.76

CD Investments	Current	Rate	Matures
FSB (#100134661)	192,262.58	1.00%	Nov. 8, 2016
TEXPOOL	10,189.63	0.06%	n/a
Compass (6717756132)	43,531.86	1.25%	Mar. 26, 2016
Compass (6721859930)	25,463.81	1.45%	May 1, 2017
Total Investment	271,447.88		

Library Director's Report December 2015

1. November Statistics

	November 2015	November 2014
Circulation	2758	3274
Electronic Materials	250	210
New Patrons	15	29
Computer Users	247	300
New Materials	Adult Books: 25 DVDs: 13 Audio Books: 3 YA Books: 13 YA DVD: 3 Children/Youth Books: 38	

Recent Activities:

International Games Day: Saturday, November 21, from 10 am to 9 pm. We played games – computer games, board games, card games. 13 people attended.

Adult Crafts – No Sew Pillows: 4 people were taught how to create pillows without having to use needle and thread. The results were beautiful. Thanks to Connie Cryar for taking the lead.

Holiday Cards: On Saturday, December 5, the library had craft materials available all day for anyone who wanted to make Christmas cards. A total of 11 people came in during the day and made cards. Many made more than one.

Family Craft – Ugly Sweaters: On Saturday, December 12, Geri Neemidge presented a craft time for people of all ages. Participants were encouraged to bring in sweaters, sweatshirts, or t-shirts to decorate. We had buttons, beads, bows and glue guns available. 7 people created their own "ugly" sweaters.

Upcoming Activities:

Please look at the attached calendar for next month's events.

Holiday Hours: The library will be closed December 24 – December 25 to celebrate Christmas.

2016 Library Director Goals

1. Expand library hours. Research possibility of expanding operating hours for the library during the week and on weekends. Calculate how much it would cost per extra hour. Survey staff about their willingness to work later hours.
2. Oversee possible construction project.
3. Increase use of the library and its services and programs by the Spanish speaking community. Offer classes in Spanish and expand the Spanish-language collection.
4. Increase programming for adults to provide a diversity of topics. Research organizations and individuals in the area who have special knowledge or skills that they would be willing to share with the community.
5. Complete new Strategic Plan. Invite members of the community to review and comment on the plan.
6. Create a marketing plan and establish a standard operating procedure for marketing efforts.
7. Provide technology training and professional development opportunities for the staff. Research organizations, individuals and programs that could provide training. Investigate online training programs. Research collaborating with other libraries to provide training programs for staff.

End of Year Review of Library Director Goals

Goal #1: Develop a disaster recovery plan.

This goal is complete. We have a document with the information we would need if a disaster should occur. We have voted on and signed the updated Emergency/Safety Procedures.

Goal #2: Contract with a preservation/digitization company to digitize the beginning of the historical collection.

The library scanned the current obituaries and they will be made available to the public in January. The library is talking with University of North Texas about including some of the historic records in the Portal to Texas History.

Goal #3: Using Edge Initiative to update library's computer network and services.

Completed Action Steps:

Provide structured and regularly scheduled classes on library resources to promote digital literacy in your community.

Provide early literacy games, web-based read-along programs, and/or electronic toys or tablets available both at library and on library website to support the use of educational technologies in your community.

Monitor and update website links and content at least monthly.

Provide online resources on medical conditions, procedures, prescription drugs, and healthcare providers to support the use of public technology for health and wellness purposes.

Monitor your Internet traffic by packet type and volume in order to accurately determine your network bandwidth requirements.

Monitor patron computer use through the collection of number of hours public devices are in use by patrons.

Monitor patron computer use through the collection of the number of wireless sessions.

Establish a disaster recovery system to back up and restore hard drives for all public computers.

Provide at least one public terminal that can be converted with equipment or programs to facilitate usage by people with motor and dexterity impairments (e.g., touch screens, trackballs, switches, voice-recognition software) at all locations.

Steps in Progress:

Monitor patron computer use through the collection of average wait times for public devices.

Procure session management software to assure patrons have adequate time to complete tasks.

Edge is designed to continually help libraries grow. This is an ongoing process. We will continue to follow the action steps designated by Edge and to use the resources it provides to help us continually improve our digital services.

4. Complete update of library policies.

Library policies are now up-to-date. We have instituted a monthly review of policies to insure that we stay up-to-date.

5. Encourage professional development of director and staff.

Webinars: Webinars are one of the most popular ways to receive extra training without extra expense or having to travel off site. Manuela learned more about how to help patrons who need help signing up for food stamps. She also watched a webinar about how to provide the best customer service to the wide variety of personalities that use our library. Andrew used webinars to help him learn more about the Talking Book Program. Geri used these training sessions for a variety of purposes. The most recent webinars have been about Google Analytics and Facebook.

Library Visits: Rachel visited Harker Heights to study how they are using technology in their children's programming. This includes the LaunchPad tablets that we will introduce this year. Rachel has also taken time to learn about other educational technology we could employ. She discovered AV2 Media which combines a physical book with a website where the reader can create an account and enjoy games and activities based on what they have read.

TLA: Geri and I attended the conference in Austin this year. We spent three days in various workshops and sessions.

CTLS Workshops and Showcases: Geri, Rachel and I all attended various workshops and showcases presented by CTLS. Geri and Rachel took advantage of the programs presented to help prepare for Summer Reading. I went to an adult programming workshop as well as the annual meeting.

6. Update Strategic Plan.

All of the input received from board members, staff and others has been included in the current revision of the plan. The next step is to prepare the plan for presentation to the public. In January/February we will invite members of the public to meetings in which we share the plan with them and receive their comments.