***PAWNEE CITY PUBLIC LIBRARY MINUTES***

***May 19, 2018***

***8:30 a.m.***

**CALL TO ORDER:**

Recognition of the Open Meetings Law Availability

**MEMBERS:** Present - Linda Bowman, Sandee Bellows, Lisa Blecha, Patti Rice, Board Members; Lola Seitz, Librarian; Absent – Vickie Zelenka, Board Member; Mark Sunneberg, City Council Liaison.

**MINUTES –** minutesapproved as emailed.

**LIBRARIAN’S REPORTS**

* Expenses, Incoming Money, Statistics, Budget Reports
* Library News & updates
* Student Council spent several hours clean up outside/around the Library to celebrate Earth Day.
* The Last PK & K Storytime was held on May 14th. Everyone had a good time at the various activity stations and ended the event with individual pizza the kids had made at one of the activity stations.
* Kickoff for Summer Reading was held on May 16th. Family Pool Pass winners are: Zeke Ferebee & Aiden Tozer.
* The lights in the basement, the new bulbs in the Library proper and the two-way switch have been installed. The lights in the Librarian’s Office, over the circulation desk and in the alcove still need to be installed (they needed different bulbs).

**UNFINISHED BUSINESS**

* The budget for 2019, 1st draft, is completed and will be submitted to City Council for consideration.
* The new form for “Final Notice on Overdue Material” was used for the first time. There is a $26.00 filing fee for Small Claims Court. Court date is set for July. Lola will report on how it worked.
* Lola reported that printer in the office, purchased in 2004 with grant money, died. A new printer worth $129.00 was purchased. Computer #5’s hard drive had to be replaced, at a cost of $65.00. Jeff, the Library’s IT person estimated that 3 new Dell Replacement computers (no mouse, no keyboard, no monitor) could be purchased at a cost of $400-$500 dollars each or 3 computers with mouse, keyboard, and monitor at an estimated cost of $2100.00. By purchasing three computers at a time a replacement rotation would be established to minimize costs in each budget year.
* At the next Meet & Greet Local Candidates to be held prior to November elections the suggestion has been made to have a moderator appointed who would direct questions from forms provided to constituents to write down their questions and who the question is direct to. In that way an individual who is uncomfortable speaking in front of a group can get their answer. The board members thought this was a good idea.
* Anna Mae Davis and family has approved using their donation to purchase an indoor American Flag and stand to be placed in the Library in Eldon’s memory.

**NEW BUSINESS**

* The Foundation approved an additional $200.00 for new lights in the bathrooms as long as Wilson was working on the other lights. Those have been installed.
* Lola reported that the 2018 State Aid Award was increased because the Library has reach the Gold Level.
* We need to begin looking at options on the copier. The lease on the current copier will run out the end of May 2019. At that time the copier will belong to the Library and will require the purchase of a new contract to cover copies and/or repairs. The other option would be to acquire a new copier, which would have a contract included as part of the package.
* Aaron Priluck, intern at the Pawnee County Clinic, has requested use of the Library to hold community outreach on Medicare Part D Supplement. According to Board Policy approval was given to provide space and computer/projection equipment for this community outreach. Continuing to follow Board Policy everything else (advertising, mailings, handouts, etc) to be provided by individual/group using room. If individual/group requests the use of library coping service they must bring copy-ready material in advance.

**ADJOURNMENT**

Next meeting: June 16, 2018 @ 8:30 am.