

Chadron Public Library
Board of Directors
MINUTES
July 23, 2018
Chadron Public Library Annex

Members present: Drew Petersen, Robert Wahlstrom, Robin Foulk, and Lisette Bogner

Members absent:

Guests present:

Call to Order:

- President declared meeting open at 6:27 p.m.
- Acknowledged the posted Nebraska Open Meeting Act.

Public: No member of the public present.

New Business:

1. Library Fees Revision – Handout provided by Executive Director proposing the following changes to the Library Services fees:
 - a. Change “Audio Tapes” services to “Audio Books” under category 1.c.
 - b. Delete “Items are ½ price if returned” under category 1.e.
 - c. Adjust Miscellaneous fees – book jackets from \$.50 to \$1.00; \$.75 to \$1.25 under category 4.a.
 - d. Change Lost Library Card charge from \$2.00 to \$5.00 under category 5.

Motion by Robert Wahlstrom to accept the changes in categories 1.c. and 1.e, changes to Miscellaneous fees in category 4.a., and change to category 5; seconded by Robin Foulk; carried unanimously.

2. Budget Discussion – The Board members discussed the following items:

- a. Upward adjustment of salary ranges of library personnel
 - i. Positions and base salaries include the following:
 1. Youth Services Manager – base salary of \$13.75
 2. Assistant Library Director – base salary of \$15.00
 3. Library Technical Assistant – base salary of \$15.00

- ii. This equates to approximately \$9,764 added to the budget line for personnel
- iii. Discussion about the effect of these salary increases on the budget and necessary adjustments to other line items ensued.

Motion by Robert Wahlstrom to request approval from the City to adjust the salary bases as follows:

1. Youth Services Manager to \$13.75 per hour; and
2. Beginning next fiscal year, the Assistant Library Director and the Library Technical Assistant to \$15.00 per hour.

Seconded by Robin Foulk, carried unanimously.

Motion by Drew Petersen to adjust the budget as follows:

1. Line item 01-40-41-40100 will increase by \$8,810 and Line item 01-40-41-41000 will increase by \$798 for an increase in budget personnel of \$9678.
2. To work within the City's proposed 9% budget cut, the following line items will decrease:
 - a. Line item 01-40-41-43020 (Literacy Program Exp-Adult program) decrease by \$2,500,
 - b. Line item 01-40-41-43080 (Expansion/Renovation Expense) decrease by \$3,735,
 - c. Line item 01-40-41-53000 (Office Supplies) decrease by \$3,000,
 - d. Line item 01-40-41-53400 (Books, Audio Visuals, Periodical) decrease by \$373.

Seconded by Robert Wahlstrom; carried unanimously.

- iv. President will ask the Foundation to assist in making up for the budget shortfall by setting aside an amount in the range of \$10,000 to \$30,160 to maintain current Nebraska Library Commission Accreditation.
 - v. Board agreed to postpone discussion of the Executive Director's salary at the Executive Director's suggestion.
- b. Job description revisions – reviewed and edited draft descriptions.

Executive Session: No executive session held.

Future/Other Items:

- Budget
- Fundraising

Adjourn: Robert Wahlstrom moved to adjourn, Lisette Bogner seconded, carried unanimously. Board adjourned at 7:52 p.m.

Next Meeting: Thursday, August 9, 2018 at 6:30 p.m. for the next regularly scheduled board meeting.

Minutes by *Lisette Bogner*

Date: July 30, 2018