

SMITHTON PUBLIC LIBRARY DISTRICT
Board Meeting Minutes
May 19, 2016

The meeting was called to order by Vice-President, Donna Reifschneider, at 7:00 p.m. with the following Board Members present: Jackie Billings, Brett Clasquin, Ann Hart, Donna Reifschneider, Andie Lang, Steve Jines, Library Director, Jenna Dauer. Ron Mense was excused. The Oath of Office was given to the newest board member, Andie Lang.

2. Citizen Comment

There was no citizen comment at this time.

The following items on the agenda (Items 3-6) were approved as a whole by vote under a consent agenda:

3. Approval of Minutes

Minutes from the April 21, 2016 board meeting were reviewed along with the April 25, 2016 Personnel Committee Meeting minutes. The meeting start time should be changed to 7:00p.m.

4. Communications

A lost control inspection was recommended in order to keep or insurance and we will be given recommendations.

5. Treasurer's report/Approval of bills

The April 2016 Treasurer's report and check registry to date were reviewed.

6. The Librarian's report

The Director's Librarian's Report was read and discussed with the board.

Motion to approve Agenda Items 3-6 as a whole under a consent agenda was made by Jackie Billings and seconded by Ann Hart. A roll call vote was taken:

Billings:	Aye
Clasquin:	Aye
Hart:	Aye
Jines:	Aye
Mense:	Absent
Reifschneider:	Aye
Lang:	Aye

The motion was passed with 6 in favor and one absent.

7. New Business

7.1 Personnel Committee Report

The personnel committee report was reviewed with the April 21 board meeting minutes.

7.2 Personnel Job Description Change

The personnel job description for the Library Director Position was reviewed. It was decided that the only change necessary was to change the pay scale bracket's upper limit to \$60,000 to allow for future raises. A motion to raise the upper salary limit for the director's job description to \$60,000 was made by Jackie Billings and seconded by Andie Lang. A roll call vote was taken:

Billings:	Aye
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Hart: Aye
Jines: Aye
Clasquin: Aye
Lang: Aye
Reifschneider: Aye
Mense: Absent

The motion passed with 6 in favor and one absent.

7.3 Ordinance 16-01 Adoption of FY17 Board Meeting Schedule

Ordinance 16-01 was reviewed and a motion was made by Brett Clasquin and seconded by Andie Lang to accept the Ordinance 16-01 the Board Meeting Schedule for FY17. All in attendance were in favor and the motion passed.

7.4 Ordinance 16-02 Adoption of Prevailing Wage Resolution

Ordinance 16-02 Prevailing Wage Resolution was reviewed and a motion to accept the resolution was made by Ann Hart and seconded by Steve Jines. All in attendance were in favor and the motion passed.

7.5 Draft FY17 Budget

The Draft FY17 budget was presented for review. After some discussion the budget will be "fine tuned" and be reviewed, voted on and accepted at a later date.

7.6 Credit Card Payment Processing

The Director presented a comparison of the various credit card companies and their fees that the library could use to collect fines and fees. It was decided to use Intuit as our credit card processing company. After discussion, Ann Hart made a motion to use Intuit and to charge 3% for using the card. No fraud protection will be added initially but will be reviewed after 6 months. Jackie Billings seconded the motion and the motion passed.

7.7 FY2017 Technology Plan

The FY 2017 technology plan was reviewed and explained by the Director. The library will purchase new computers and/or electronics as needed. Jackie Billings made a motion to approve the technology plan as presented and the motion was seconded by Ann Hart. All in attendance were in favor and the motion passed.

8. Board Concerns

None.

9. Adjournment

Motion to adjourn was made by Andie Lang and seconded by Jackie Billings and passed with 6 in favor and none opposed and the meeting was adjourned at 8:01 p.m.

Respectfully submitted,

Steve Jines
Secretary