

NEILL PUBLIC LIBRARY BOARD - 12/12/18

Observer - Zuma Lee Staba

Members present: Dan LeBeau, Beth Hindman, Mary Jane Neill, Jann Hill, Lori Lewis - Administrative Assistant (Secretary), Friends of NPL Representative, Joanna Bailey - Director

The meeting opened with Dan LaBeau reminding us that this would be his last meeting as Chair. The Board approved the Minutes (amended to list Mary Jane Neill as attending that meeting), the Claims Vouchers and the Salary Warrants. Director Joanna Bailey, with a big smile, announced that the City Council approved the proposed **2019-2020 Library Budget** without changes. She has waited a long time (18 years) for a healthy Budget that did not involve scrimping, choosing which things to cut or not restore, limited staffing, etc. As a result she will initiate her requested staffing changes by moving three regular staff members from part-time to full-time with costs covered by not filling several time-slip positions. This Budget will also enable her to create an enclosed office for one of the supervisors who needs a private space for training, etc. She will be able to avoid dipping into some of the endowments for a year. She will be ordering new display and shelving, and creating a new area for "Tweens" (11-14).

The Library is switching from being connected with a city IT system to a **hosted offsite computer system/server** (Horizon) that should allow more options, etc. The Library is trying to **reduce late fees and increase collections** from patrons by sending notices for the first time. Many did not know they owed anything. Now, anyone who owes \$10.00 or more cannot check out anything else until paid. Responding to the reminder e-mails, many are paying the fines, significantly reducing cases turned over to Collections.

Fulfilling a long-time desire, by the end of the first quarter, 2019, the Library will be able to take **Credit/Debit cards to pay fines** as well as for copying, etc.. Recruiting to fill a 16-hour time-slip Finisher in Tech/Reference Assistant will complete staffing. The new assistant Youth Services employee, Rachael Ritter, has nearly completed her training. New furniture including chairs and a table with a computer hook-up for the Sherrod Heritage Addition will arrive in March, most of which will be paid with various Endowment funds. The Library also plans to purchase a mobile printing (accept commands from any mobile source), scanner (up to 11" x 17") and self-check stations. The Friends of NPL will help purchase a laptop lab for tech-centric programming and outreach by multiple departments and the public. The Friends could use more volunteers including someone who can work in the Book Sales area.

On 12/13 Joanna will join others on the City's Executive team to interview candidates for the recently vacated City Finance Director position. The job description may be modified to include some facets of IT and Human Resources. Joanna will be meeting with members of the **Ingleside Book Club**, who are celebrating the Club's 100th Anniversary, to discuss some piece of commissioned artwork for the Library. The Club is only a few years older than the Library towards which Ingleside was one of the first contributors.

Joanna has been spending a lot of time on developing a **Management Plan for 2019**, something that all supervisors also will do. She would like to make periodic (perhaps quarterly) brief presentations to the City Council to let them know about Library activities and how they fit within Council goals. She would like to find ways to increase the number of residential Library Card holders, find ways to attract more 'tweens and teens, et al. She wants to create a visual mapping and work plan that would also be done by supervisors and other employees to try to ensure that time is spent primarily on the key parts of each person's job. She hopes to: increase outreach to schools and to teach students