

## LIBRARY BOARD MEETING

July 14, 2016

The Library Board met on July 14, 2016 with members Sharon Cloud, Michelle Earley, Sherilyn Johnson, Dolores Sonntag and Melanie Todd present. Pat Watson, Friends of the Library, and Chris Whittaker, City Manager, were welcomed guests.

The meeting was called to order by Chairman Sharon Cloud. The Chairman handed out minutes of the last meeting for review. Minutes were approved as read. The following agenda items were discussed:

### Library Items

1. Under Repairs of Ceiling, Doors & Windows: it was reported that ceiling tiles have been replaced; Windham Roofing and Michael Wall have been making repairs to the roof and replacing lights in certain areas and gutters will be installed in the near future. Melanie Todd, City Librarian, stated that they are still waiting on bids from Charles Bland and Floyd's Glass regarding the window repairs. City Manager Chris Whittaker opened a discussion regarding the types of window which could be installed in the library, such as 1) plain windows with no panes; 2) windows with panes inside glass; and 3) plastic frames instead of wood. It was decided that option 2 would be the best choice because of easier maintenance. It was also decided to maintain the original architecture, while updating the general appearance. She reported that the air conditioning unit in the older part of the library is struggling and needs a motor replaced. After an inspection by Climate Control, it appears that the motor was made in 1983 and it may be impossible to replace the parts, etc. Labor to replace the motor will take approximately two (2) hours and cost \$300-400.00. Repairs to the furnace may also be needed. The City Manager requested that the Librarian obtain a bid for a new motor and present it to him to be added to the new budget.
2. Under Door Counters: Melanie Todd, City Librarian, reported that the door counters were working more accurately in their new locations. She distributed reports of Monthly Traffic by Hour and Month by Hour for RPL for review. She stated that the highest count during the summer reading program was 126.
3. Under Programs: The Librarian reported that Ronnie Caywood's music program was very successful. She also acknowledged that the June summer reading program was very well attended. Some of the festivities included a movie night at Kay's Theater and a finale party at the Train Depot. Loy Edmondson' train exhibit was also very popular with the children. She is already planning improvements and additions to next year's program. Possible future programs include a Wine and Cheese event featuring Marek's Winery in Georgetown; a tour of the arts and antiques in the library; private pool parties and a historical presentation by Donnie Rinn. The Koffee Klatches on Friday have been popular with approximately 20-25 attending. The City Manager suggested that we ask city businesses if they would be interested in sponsoring one of these events.

4. Under Unfinished business: Melanie reported that the new copier is working very well and seems to be appreciated by the community, besides being more economical. The City Manager commended her on a job well done, stressing that a reduction in expenditures in one area will present opportunities in another. Melanie also reported that she is still researching the hands on computer training and has been in touch with Denise Doss about possible assistance from young people from school. She suggested that we postpone this venture until school starts. The subject of the bulletin board at the Library was briefly discussed. It was noted that art students might have ideas that would be beneficial. Melanie also suggested that we set up an easel advertising upcoming events.
5. Under Survey: The Board reviewed a copy of a possible survey form for corrections/additions. Various methods of distributing the completed surveys to the public were discussed and suggestions for improvement were noted. This matter was tabled until the fall.
6. Under FYI, the City Manager reported that the “welcome wagon” letter project had been completed but could use improvement. The Board was asked to review and make recommendations.
7. After a brief discussion regarding Board meeting attendance, a motion to dismiss was made and seconded.
8. The next regular meeting will be October 6th at 6:00. Several of the topics mentioned above will be re-visited at that time.

There being no further business, the Chairman adjourned the meeting.

Respectfully submitted,

Michelle Earley

Library Board Secretary