

Board of Library Trustees - Meeting Agenda

December 7, 2017

1:00 PM

Hubbard Memorial Library

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Appointments

Director's Report

- Modified meeting minutes
- Circulation procedures out of state policies
 - Allowable through a fee
 - Privileges of out of state card issuance vs de-certified library
- Nametags – staff and volunteer
- Volunteer posting submitted – 12/5 deadline - completed
- Volunteer application - adult
- LSTA grant status
 - Amended grant
 - Letter of Intent – 12/7 deadline - completed
- MBLC Action plan status – 12/1 deadline - completed
- Strategic Plan implementation spreadsheet / g-drive account
- Vacation request form approval
- Staff goals form approval
 - Timeframe for starting staff goals
- Senior Abatement reporting - completed
- MUNIS problem on my desktop
- State Aid award notice
- Friends coffee station status
- Potential financial literacy workshops with Springfield Partners for Community Action
- Procedure manual deadline pushed back to 6/1/18
- Plan for a staff training day – ½ two PC classes, ½ time management workshop
- Obtained a quote from World Trade Press – Global Road Warrior travel database – 11/21/17
 - Forwarded to July 11/27
- Children's CD case moved upstairs - 11/27
- Ordered two shelving units for Children's (behind desk) – delivery in 40 days
- Reached out to carpenter for assistance in installation projects –
 - projects are underway
 - Repairs to conference room table
 - Removal of some of the partitions on YA PC table

- Future projects
 - Repair of damaged stairwell sheetrock
 - Installation of Children's shelving – Feb.
 - Installation of Digital Signage
- Heating motor for boiler system – 11/28 Grodsky service inspection, technician noted motor is running loud and periodically makes a short grinding sound indicating that the bearing are starting to wear out. Unit is original to the addition.
- New Magazines
 - HEMMINGS CLASSIC CAR- \$18.95
 - CAR CRAFT MAGAZINE- \$12.00
 - COOKING LIGHT- \$20.00
 - FOOD NETWORK MAGAZINE- \$30.00
 - ESSENCE- \$22.00
 - ESPN MAGAZINE- \$29.95
- Updated job descriptions status

Correspondence

- MBLC state Library Aid certificate
- FY 2020 State Aid requirements changes
- Volunteer application
- World Trade Press Database info
- Draft of Library floorplan map

Executive Session

Discussion: Open

The January 2018 meeting date/time has yet to be determined.

***Not all topics listed in this notice may actually be reached for discussion. In addition, the topics listed are those which the chair reasonably expects will be discussed as of the date of this notice.**