

Library Board of Trustees  
April 8, 2010 7:00 PM

At 7:05 P.M. President, Randy Hoercher called the meeting to order.

PRESENT:	Randy Hoercher	ABSENT:
	Mary Smith	
	Mary Stiehl	
	Carol Keeley	
	Roger Wigginton	
	Patricia Hamilton	

Harriett Zipfel and Gail Eisenhart were also present.

PUBLIC COMMENTS: None.

MINUTES: Motion was made by Mary Smith and seconded by Carol Keeley to approve the minutes of the February 2010 meeting as recorded. (No meeting in March 2010)  
Motion carried.

POLICY: The Board reviewed multiple policies regarding Circulation and Borrowing Privileges.

- Motion was made by Mary Smith to change the amount of fines for overdue video cassettes and DVDs from \$1.00 per day to 10-cents per day. Patricia Hamilton seconded the motion. Motion carried.
- Motion was made by Mary Smith and seconded by Carol Keeley to change the following length of loan guidelines:
  - All magazines from 1 to 3 weeks
  - VHS, DVDs and software from 1 to 3 weeks. Motion carried.
- Motion was made by Mary Smith and seconded by Carol Keeley to amend the Interlibrary Loan policy to read “Materials borrowed through interlibrary loan will be governed by the rules of the Belleville Public Library.” Motion carried.
- Motion was made by Patricia Hamilton and seconded by Mary Stiehl to approve the *Circulation—Lost and/or Damaged Materials*, *Circulation-Reserves*, *Confidentiality of Records* and *Drug and Alcohol Free Library* policies without change. Motion carried.

PROPERTY, EQUIPMENT AND BOOKS: None.

PERSONNEL/LEGAL: There are currently two vacant positions at the library with the retirement of the Acquisitions Supervisor and the resignation of one Level 3 Library Clerk. The need for replacing these persons is being analyzed and reviewed. The Board is also in the process of reviewing all job descriptions for library staff members.

#### FINANCE:

- A motion was made by Mary Stiehl and seconded by Mary Smith to approve Claims in the amount of \$31,772.989; prepaid claims in the amount of \$20,289.86 and Petty Cash in the amount of \$278.48. Roll was called and claims were approved for payment.
- All remaining bills for the current fiscal year ending April 30, 2010 will be pushed into the new fiscal year. Harriett Zipfel has requested that funds be encumbered to cover these purchases.
- Motion was made by Mary Stiehl and seconded by Mary Smith to approve the budget for the new 2010-2011 fiscal year which begins May 1, 2010. Members were polled and motion carried.

FUNDRAISING/FOUNDATION: "Snapshot – a day in the life of the Library," is a work in process. Mary Smith, Mary Stiehl and the Director will meet next week to work on this further.

#### UNFINISHED BUSINESS:

- A review of the ByLaws governing the Board was tabled until the next meeting.
- Possible new names for Library Board Members has been requested.
- The Live and Learn Construction Grant was denied. The Library Director spoke with the Mayor about the use of TIF monies to be used for this project. The President of the Board circulated a letter from the Grantor acknowledging the Library's need for funds and noted the experience of applying for these monies can serve as a learning experience as we move forward.

#### NEW BUSINESS:

- A current City street directory will be sought for Library use.
- Thomas Burns will be leaving the Library Foundation Board shortly. Roger Wigginton's name was suggested to represent the Library Board on the Foundation Board. Mr. Wigginton suggested the name of Paige Metlar Cherry as a possible Member at Large.

Meeting adjourned at 7:45 p.m. The next board meeting of the Belleville Public Library will be held at the Main Library on May 13, 2010.

Respectfully submitted,  
Gail Eisenhart