

K.O. Lee Aberdeen Public Library Board of Trustees Meeting Minutes June 5, 2018.

The K.O. Lee Aberdeen Public Library Board met on Tuesday, June 5, 2018 at 5:00 PM at the public library. Present were Sandy Andera, Troy McQuillen, Peter Ramey, Sharon Bain, City Council Member Clint Rux, Assistant Library Director Cara Romeo, and Library Director Shirley Arment.

Peter Ramey called the meeting to order.

Sandy Andera moved that the minutes of the May 1, 2018 meeting be approved. Sharon Bain seconded the motion. Motion carried.

The librarian's report, as presented, was discussed.

FINANCIAL MATTERS

The current list of bills and financial statements were discussed. Troy McQuillen moved to approve the current list of bills be paid and that the financial reports be received and placed on file. Sandy Andera seconded the motion. Motion carried.

UNFINISHED BUSINESS

The Board members discussed the Strategic Plan that was recently sent from Library Strategies, Inc. Troy McQuillen moved to adopt the Strategic Plan. Sandy Andera seconded the motion. Motion carried.

The Board discussed the Strategic Plan Goal of exploring options for adding afternoon hours on Sundays and decided that to add open hours on Sundays, extra staffing would be necessary. The Board asked Director Shirley Arment to request that City Officials look at the attached proposal for adding a new full-time staff member and expanding part-time staff hours to make it feasible for the Library to be open on Sundays.

The Board reviewed and discussed the 2019 Library budget proposal. The Board will review and approve the budget at the July Board meeting.

Shirley Arment reported that it was Sandy Andera's last board meeting and that Paul McDonald would be filling the board position. Paul's first meeting will be July 3, 2018.

Window coverings for certain areas in the library have been ordered.

An office area has been created for the Adult Services Librarian.

Shirley Arment presented the revised library volunteer policy and application. This policy allows volunteers to be covered by the City of Aberdeen's Workman's Compensation insurance. Troy McQuillen moved to approve the library volunteer policy and application. Sandy Andera seconded the motion. Motion carried.

NEW BUSINESS

Shirley Arment reported the library building had been submitted to the American Libraries Architecture Showcase.

The Board discussed the date of the July board meeting due to the Independence Day holiday. The date current date of July 3, 2018 worked for all present. Sandy Andera moved to adjourn meeting. Peter Ramey seconded the motion. Motion carried.

The next Library Board meeting will be Tuesday, July 3, 2018 at 5:00 PM at the Public Library.

Its _____

Plan #1

Expand library open hours to Sundays from 1:00pm to 5:00pm. Hire 1 extra full-time library technician who would work 5 hours (1hour of set-up time) on Sunday as part of their 40 hour weekly schedule. (The full-time staff member would work at the circulation/information desk, help with programming, deliver materials to senior citizens and homebound, work on digitizing materials in the archives area, and help with technology training for staff and patrons with the rest of their work week.)

Salary for Full-Time Library Technician

2018

9A	Annual
Salary	\$32,771.91
FICA/Med	\$2,507.05
SDRS	\$1,966.31
H Ins	\$6,900.00
PTO (144.04/HRS)	\$2,270.07
w/c	\$127.81
Totals	\$46,543.16

9A hourly \$15.76
with benefits \$22.38

Also,

Schedule/hire 4 part-time staff for 4 hour shifts at an average of \$9.25 an hour for a total of \$148.00 day.