

## **Kettleson Memorial Library Board Commission Meeting Minutes May 2, 2007**

**Location: Rousseau Room in Harrigan Centennial Hall**

**CALL TO ORDER:** Jan Love called the meeting to order at 7:07 p.m.

**Roll Call:**

**Board Members Present:** Jan Love, Barbara Bingham, Jane Eidler, Holly Keen, and Rebecca Himschoot.

**Staff Present:** Cheryl Pearson, Library Director.

**Guests:** Josh Rear.

**Quorum:** Yes.

**Members Absent:** Alice Johnstone and Curt Ledford (excused).

### **APPROVAL OF MINUTES:**

Holly moved that the April meeting minutes be approved. Jan said that Theresa Hillhouse informed those attending the Boards and Commissions workshop that motions were only required with money or policy issues. The minutes passed unanimously.

### **ADDITIONS /CHANGES TO AGENDA:**

None.

### **AGENDA DISCUSSION ITEMS:**

#### Calendar Update

Barbara reported that the pictures for the next fundraising calendar have been taken and that she'd email them to the Commissioners for their review. Commissioners decided to include only group's, not individuals, names for each photo caption. The decision to list the titles of the books included in each picture was approved. Barbara requested the library's usage statistics for the last fiscal year, which Cheryl will provide. Barbara, Jan and Holly will

meet before Saturday at Barbara's home to organize the layout of the calendar. Holly promoted the idea of having a calendar launching party by the second week of June. She volunteered to plan the event and make flyers to advertise it.

### Visitor Policy

Cheryl reported that the library staff had been concerned about the Commission's decision to increase the number of items checked out by visitors from two (2) to ten (10). Joanna compiled statistics, which revealed that over 30% of visitors owed the library more than \$5.00 in overdue fines or fees for lost, damaged or unreturned items. 745 visitors owe a total amount of \$4,490.00. Cheryl estimated that at least 15% of the library's regular (non-visitor) patrons owed \$5.00 or more in fines. As the amounts owed can't be tabulated by the library's software, Cheryl hadn't requested fees and fines information on the more than 8,000 regular (non-visitor) patrons registered at the library. The Commissioners unanimously decided to reduce the total number of items that a visitor could check out to five (5).

### FY08 Library Budget

Cheryl reported that John Stein and Dave Wolfe directed her to limit the originally proposed \$813,062 library budget by \$80,000, which is roughly a 10% cut. Cheryl explained that she'd cut everything she could and was forced to limit hours of operations and reduce the book budget by at least \$20,000. Cheryl proposed that the library be closed at least Sundays and Mondays to meet the \$80,000 reduction. Public input strenuously opposed closing Sundays and Mondays. In response, Cheryl changed closure days to Wednesdays and Thursdays. Cheryl expressed grave concern about reducing the library's hours of operation, because that would force her to lay off most of her temporary employees, reduce hours for some of her regular employees and compromise the library's ability to fulfill its mission to the public.

The Commissioners discussed the City budget reductions and made various suggestions regarding the library's decrements. Jan reported that she would email John Stein regarding the library's situation and speak in support of the library during Persons to Be Heard at the next Assembly meeting.

The Assembly suggested that the Library Board Commission schedule a special meeting before the next Assembly budget work session, to be held on Tuesday, May 15<sup>th</sup> at 6 p.m., to discuss the decrements and library's hours of operation.

### Miscellaneous

There was no miscellaneous business.

Library Director's Report: Cheryl Pearson

Preparations for the Summer Reading Program are completed. The theme, "Get a Clue @ Your Library," should have wide appeal for children of all ages. The nifty game boards, posters, buttons, flyers, bookmarks, reading incentives, games, and other program materials about mysteries have arrived. There will be a kick-off party on Saturday, May 26th from 10:30-11:30 a.m. The party starts with the puppet show and continues with crafts and registration.

The first cruise ships have arrived and quite a few passengers have used the library.

The library is currently accepting applications for adults who'd like to participate in the Reading Buddy program, which will be held June 4<sup>th</sup> through August 5<sup>th</sup>. There are fourteen children who still need an adult Reading Buddy. We hope to get more adult volunteers for this summer's program. There will be a "get acquainted" meeting between adults and kids on Saturday, June 2 at 11:00 a.m.

Adjournment:

The meeting adjourned at 8:20 p.m.

Next Meeting:

The next meeting will be held at 7 p.m. on Wednesday, June 6<sup>th</sup> in the Rousseau Room at Harrigan Centennial Hall.

Respectfully Submitted,

Cheryl Pearson  
Library Director

Approved,

Curt Ledford  
Library Board Commission Chair