

Mendon Library Board Meeting

Date: June 8, 2016

Board members present: Katie Child, Rick Shelton, Mandy Powell, Millie Smith, Lisa Robins

Minutes from meeting:

The board approved the minutes from March 2016. Motion to approve by Mandy Powell and seconded by Millie Smith.

RAPZ updates

The Mendon Library received \$25,000 from RAPZ.

Library shelving

Katie priced shelving using office equipment shelving. Brad Parkinson has offered to donate his labor and the shelving at cost.

Shelving dimensions

Total number of six-foot shelving: 43 (\$12,900)

Total number of four-foot shelving: 20 (\$4,000)

Estimated cost of shelving: \$16,900

Library expenditures

The library board discussed how many desktop computers to have for the library. The board estimated four desktop computers at \$300 each. The computers will need software to prevent users from having administrative access. The computers would be used primarily for word processing and internet usage.

The book drop will cost approximately \$600. The board discussed purchasing Chromebooks and 10 to 12 Kindles at \$50 each. Each Kindle account can have up to six devices. Kindles will allow us to accommodate those who need large print books because you can adjust the font size. In regards to a printer, the board discussed putting the printer behind the librarian desk and having the patrons pay for their copies.

Library budget

The library board reviewed and approved the proposed library budget.

Librarian hiring, wages, and starting date

The library will have two part-time librarians with different responsibilities. The library director will be offered \$11/hr for 15 hours a week and be in charge of general operations. The assistant librarian will be offered \$10/hr for 15 hours a week and be in charge of special promotions and storytime. The positions will hopefully be filled by August 1. Katie will write up interview questions and a job description with list of critical skills. The building is

scheduled to be completed by the end of September without delays.

Proposed library hours

Monday	10 am – 5 pm
Tuesday	3 pm – 7 pm
Wednesday	10 am – 5 pm
Thursday	3 pm – 7 pm
Friday	10 am – 2 pm
Saturday	10 am – 2 pm

Total operating hours will be 30 hours. The library will need volunteers.

Library goal and programs

The goal of the library will be to give every person in the community a reason to come into the library.

The board discussed providing community programs for patrons. For example, a community member with expertise in a specific area could offer a class to the public in the library. The board proposed surveying the community or providing a comment box to find out the community's interest in different programs. The board can also review the previous surveys to gather ideas for public meetings. The board also discussed having different devices, such as a Cricut machine, available to the patrons. The devices could be introduced to patrons through a public demonstration.

Fees

The board discussed fines and grace periods for checkouts. The following ideas were discussed:

- \$.10 per day late fee for books
- Fines are not charged until the second day overdue
- Two-week checkout with two renewals
- An item cannot be renewed if it is on hold

Katie will put together proposed policies for the flex room. The flex room will hold approximately about 100 people.

Storytime schedule

Millie proposed moving storytime to Wednesdays. She is looking for two more volunteers to help with storytime. The board proposed having patrons register for storytime.

Next board meeting: **August 3 at 8 p.m.**