

MINUTES OF THE LEBANON PUBLIC LIBRARY BOARD OF TRUSTEES  
OCTOBER 24, 2007

Vice-President, Linda Jones, called the meeting to order. Board members attending were Linda Jones, Kandi Caldwell, David Koehler and Marsha Truitt. Emmadell Sturgis was appointed to take Jon Nixon's place on the Board. Sharon Wood was unable to attend. Jane Myers arrived at 4:50 p.m.

Also attending were Dan Sulkoske, Kramer, Inc., David Truitt, Board Attorney, Laura McMann and Sarah Bourg, library staff members, and Kay Martin, Library Director.

The Mission Statement was read in unison.

The Secretary's Report was shared. David Koehler made the motion and Kandi Caldwell gave the second to approve the minutes.

David Koehler shared the Treasurer's Report. He reported "We are doing fine. Kay is doing a great job of holding down expenses." He went on to say we are not going to spend unnecessarily.

Claims were shared and discussed. Marsha Truitt made the motion and Kandi Caldwell gave the second to pay claims 7276-7425.

Under Action Items, the Customer Service Policy was read for the second time. Kandi Caldwell made the motion and Linda Jones gave the second to approve the policy. The Reimbursement Grant Appropriation Resolution was read for the second time. David Koehler made the motion and Linda Jones gave the second to approve the resolution.

Dan Sulkoske gave the building update. He discussed the contaminated soils in the north parking lot. Alt & Witzig have been hired to test the soil. We have had problems with the elevator burning out fuses. Adjustments have been made by Lebanon Utilities to correct this problem. The doors on the third floor have been replaced with maple, at no cost to us. A lock on the bathroom door was discussed. The boiler is functioning the way it should. We are going to continue with KB Solutions on an "as needed" basis (seasonal). They monitor the systems. Dan will put together a proposal.

Kay introduced Laura McMann. She will be working with Glenna Lenox. Glenna is cutting back on her hours.

Emmadell Sturgis was introduced as the newly appointed Board member replacing Jon Nixon, who has moved out of the district.

Sarah Bourg, the Young Adult Librarian, gave a presentation about the Anime Manga Club. She gave a list of books in the series and told about recent events and activities for young adult readers.

In her Director's Report, Kay said that she had contracted Micro Air, Inc. to check the air quality in the Library. We are fine according to the report. Staff and patrons had complained about an odor. The air filters have all been changed. She discussed insurance for the staff. We use Anthem. The cost has gone from \$8091.03 to \$8646.84 on a monthly basis. Marsha Truitt made the motion and Kandi Caldwell gave the second to accept the current String 5 Package 3 proposal.

Jane Myers gave an update on the Legislative Report.

Under New Business, it is time to appoint a nominating committee. Emmadell Sturgis would consider serving on the Park Board. David Koehler's appointment is up in December.

The salary schedule will be discussed in November.

The next board meeting will be November 28, at 4:00 p.m. David Koehler made the motion and Kandi Caldwell gave the second to adjourn the meeting.

Members who could stay toured the third floor after the meeting.

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Marsha Truitt, Secretary

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Sharon Wood, President