

**Minutes of the Lebanon Public Library Board of Trustees  
TUESDAY, JANUARY 26, 2010**

Jane Myers (President); Linda Jones (Vice-President); Karen Richards (Treasurer); Emmadell Sturgis (Secretary); David Truitt (Library Board Attorney); Sharon Wood; David Koehler; Marsha Truitt

Absent: Sharon Wood

**MISSION STATEMENT**

Read by Linda Jones

**REVIEW OF AGENDA**

Several notes of appreciation from staff members on compensation. Thank You from Helen Mansholt for the help she received in the computer lab. Discussion followed about the increased use of the Computer Lab and the one on one training available from the Computer Lab Specialist.

**MINUTES OF 12/29/2009**

Motion by Linda Jones to approve minutes as corrected, 2<sup>nd</sup> by David Koehler. Motion carries by unanimous vote.

**TREASURER'S REPORT**

Karen Richards shares Treasurer's Report. Discussion follows about the audit from the Department of Local Government Finance. The Auditor complimented the Office Manager, Library Treasurer, Library Financial Specialist, and the Director on their record keeping and organization of the financial papers.

**CLAIMS**

Motion by Marsha Truitt to pay claims 11613-11775, 2<sup>nd</sup> by David Koehler. Motion carries by unanimous vote.

**ACTION ITEMS**

**New Fee Card Price**-Motion by Karen Richards to adopt the non-resident fee for 2010 at \$75.00 as opposed to \$95.00 in 2009, 2<sup>nd</sup> by David Koehler. Motion carries by unanimous vote. Fee is much lower than last year due to the cut in the library budget.  
**Mileage Rate**-Motion by Marsha Truitt to set the mileage rate for 2010 at \$.50 a mile as opposed to \$.55 a mile in 2009, 2<sup>nd</sup> by Linda Jones. Motion carries by unanimous vote.

**Transfer Funds Ordinance**-A written report was submitted by Kay Martin as to the Appropriation Transfers that were done as of December 31, 2009. Motion by Karen Richards to accept the transfers as written, 2<sup>nd</sup> by David Koehler. Motion carries by unanimous vote.

**Clinton Township Contract**-The board determines that the contract calls for payment on June 30 and December 15 in the amount of \$75.00 per person. Discussion follows. Motion by Marsha Truitt to accept the contract, 2<sup>nd</sup> by Karen Richards, motion carries by unanimous vote.

### **COMMITTEE REPORTS**

**Department Report-Kay Martin Director's Goals**-Kay Martin reports that the main goal is to meet the needs of users who do not enter the building as well as continue to be a vibrant progressive library that continues traditional services; to work on a 5 year Strategic Plan and expand community partnerships. The State of the Library report was given by Kay Martin. Written report submitted.

**Strategic Planning-Kay Martin**-Kay Martin reports that the goals of the library are to meet the future that will be paper and digital based. Discussion follows that advises the Board that plans are being made to write a new Strategic Plan.

**Legislative**-No written report submitted. Discussion follows concerning the property tax cap and the effects it will have on the library.

**Technology**-Goal: Anticipate new technologies and budget for upgrades and replacement of outdated materials. Written report submitted. Written job description of technology specialist submitted.

### **DIRECTOR'S REPORT**

Kay Martin reports that the State Board of Accounts has given the Lebanon Public Library a good report. Discussion follows.

### **NEW BUSINESS**

David Koehler questions the possibility of more study rooms in the Library's existing space. Kay Martin states that monitoring is a problem and that some space in the old area of the Library could be changed to help remedy the situation, but not in the near future. Discussion follows.

### **OLD BUSINESS**

None

### **ADJOURNMENT**

Motion by Marsha Truitt to adjourn the meeting, 2<sup>nd</sup> by David Koehler. Motion carries by unanimous vote.

Meeting adjourned.

Respectfully submitted

Emmadell Sturgis, Secretary

Emmadell Sturgis, Secretary

---

Jane Myers, President

---