

AGENDA
WATERTOWN REGIONAL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
160 6th Street NE
February 2, 2017 5:15 p.m.
Marge Tauber South Dakota Room

1. Roll call
2. Approval of minutes from the January 11, 2017 regular meeting.
3. Presentation of financial reports for January
4. Approval of expenditures for January
5. Correspondence
6. Report of the Library Director
7. Committee reports
8. Old business
 - a) 2017 meeting dates review
9. New business
 - a) Motion to approve the revised *Meeting Room Policy*
 - b) Motion to approve the revised *Policy for Patrons Living in Temporary Housing*
10. Open
11. Adjournment

Next meeting: March ?, 2017 at 5:15pm

DRAFT
Watertown Regional Library Board
Minutes of the January 11, 2017
Regular Meeting
160 6th Street NE
Watertown, SD

Board President Weigel called the meeting to order at 5:115 p.m. Members present were: Anne Gabel, Jackie Baxter, Deb Shephard, Judy Trzynka and Dave Weigel. Absent: Bruce Buhler. Also present: Library Director Mike Mullin and Assistant Library Director Maria Gruener.

The minutes from the December 1, 2016, regular meeting were approved as submitted. Motion by Shephard and second by Trzynka. Motion passed.

The financial reports for December were accepted.

Trzynka made the motion and Baxter seconded that the expenditures for December be approved. Motion passed.

Correspondence: None

Report of the Library Director:

1. Planned days to close the Library in addition to the holidays that the City will be closed.
 - a. Veteran's Day, Saturday, November 11th. City will close on Friday, November 10th for the holiday, Library will be open.
 - b. Christmas Eve, Sunday, December 24th. We will also be closed on Christmas Day.
 - c. Easter, Sunday, April 16th. The City does not have this as a holiday.
2. Tree fundraiser results: 2014 - \$2,078; 2015 - \$1,792; 2016 - \$1,003
3. Mullin informed the Board that he is planning to retire on June 30, 2017. *There was some discussion about the process to be followed to hire a new Director. It was decided that the Board should have a special meeting in executive session with the City Human Resources person. Mullin is to work on scheduling that meeting using a Doodle poll.*

Committee reports: None

Old business:

1. Shephard asked for an update of the internet filtering project. Gabel reported that policies are being developed for the City as a whole and a separate policy being developed for the Library. Gruener reported that the City IT staff were testing the filter earlier today and that MSN.com was blocked for a patron using the wireless connection.

New business:

1. Baxter made the motion that the list of volunteers (attached) for 2017 be approved. Second by Trzynka. Motion passed.
2. A draft list of meeting dates (attached) was given to the members present. Discussion followed about what dates people already have commitments. It was agreed that the February meeting would have a quorum and that everyone should check their calendars and send Mullin an email with the dates that they have conflicts. He will compile them and propose changes at the February meeting.

Open:

1. Shephard said that she liked the video on the library Facebook page with the interview of Gruener.

Executive session: None

Meeting adjourned at 6:10 p.m.

Approved

David R. Weigel
Board President

Michael C. Mullin
Secretary

Written: January 12, 2017
DRAFT

PACKET: 04523 Regular Payments - JAN 2017

VENDOR SET: 01

FUND : 226 LIBRARY FINES FUND

DEPARTMENT: 5506 LIBRARY FINES FUND

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-01530	COUNTY FAIR FOODS					
		I-0092	226-45506-42917	LIBRARY PROGR 8826200	842924	7.68
		I-3690	226-45506-42917	LIBRARY PROGR 8826200	842924	30.32
		I-5798	226-45506-42917	LIBRARY PROGR 8826200	842924	7.16
		I-7346	226-45506-42917	LIBRARY PROGR 8826200	842924	9.54
		I-7611	226-45506-42917	LIBRARY PROGR 8826200	842924	7.90
		I-7868	226-45506-42917	LIBRARY PROGR 8826200	842924	5.65
		I-8128	226-45506-42917	LIBRARY PROGR 8826200	842924	17.60
01-02760	GALE					
		I-59616703	226-45506-43400	LIBRARY BOOKS BOOKS	842969	364.66
		I-59637981	226-45506-43400	LIBRARY BOOKS BOOKS	842969	48.78
01-04313	LAKESHORE LEARNING					
		I-4879370117	226-45506-42917	LIBRARY PROGR SUPPLIES	843024	818.91
		I-4899031216	226-45506-42917	LIBRARY PROGR SUPPLIES	843024	482.53
01-05663	OFFICE PEEPS, INC.					
		I-747304-0	226-45506-42551	COPIER MAINTE COPIES	843075	116.90
01-08530	WATERTOWN PUBLIC OPINIO					
		I-201701170781	226-45506-42674	INFORMATION & LIBRARY	843214	49.50
DEPARTMENT 5506 LIBRARY FINES FUND					TOTAL:	1,967.13
FUND 226 LIBRARY FINES FUND					TOTAL:	1,967.13

PACKET: 04523 Regular Payments - JAN 2017

VENDOR SET: 01

FUND : 101 GENERAL FUND

DEPARTMENT: 5500 LIBRARY

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-00124	AMAZON.COM					
		I-201701190805	101-45500-43400	LIB. BOOKS & 6045787810079042	842874	28.97
01-00265	ANDOR INC.					
		I-084579	101-45500-42501	EQUIP. MAINTEN REPAIR	842877	209.10
01-00402	BAKER & TAYLOR					
		I-2032510972	101-45500-43400	LIB. BOOKS & BOOKS	842887	307.69
		I-2032511845	101-45500-43400	LIB. BOOKS & BOOKS	842887	809.27
		I-2032513658	101-45500-42708	EBOOKS BOOKS	842887	56.97
		I-2032528305	101-45500-42708	EBOOKS BOOK	842887	26.99
		I-2032530982	101-45500-42708	EBOOKS BOOKS	842887	124.97
		I-2032536516	101-45500-43400	LIB. BOOKS & BOOKS	842887	556.95
		I-2032544187	101-45500-43400	LIB. BOOKS & BOOKS	842887	260.68
		I-2032544233	101-45500-42708	EBOOKS BOOK	842887	27.95
		I-2032544430	101-45500-42708	EBOOKS BOOK	842887	53.97
		I-2032546082	101-45500-42708	EBOOKS BOOKS	842887	153.57
		I-2032546118	101-45500-42708	EBOOKS BOOK	842887	3.99
		I-2032546125	101-45500-42708	EBOOKS BOOKS	842887	133.97
		I-2032546129	101-45500-42708	EBOOKS BOOK	842887	17.99
		I-2032551561	101-45500-43400	LIB. BOOKS & BOOKS	842887	611.48
		I-2032560122	101-45500-42708	EBOOKS BOOK	842887	26.00
		I-2032560140	101-45500-42708	EBOOKS BOOK	842887	65.00
		I-2032562320	101-45500-43400	LIB. BOOKS & BOOKS	842887	224.56
		I-NS17010222	101-45500-42683	ELECTRONIC SU 2017 HOSTING FEES	842887	3,000.00
01-00825	BROOKINGS REGISTER					
		I-201701200827	101-45500-42707	PATRON SUBSCR 2944 - LIBRARY	842899	188.00
01-00915	BUREAU OF ADMINISTRATIO					
		I-201701100731	101-45500-42806	PHONE-LONG DI LONG DISTANCE	842901	5.42
01-01023	CARTNEY BEARING CORPORA					
		I-463794	101-45500-42502	BLDG. MAINTEN PARTS	842904	27.06
01-01874	DEMCO, INC.					
		I-6033883	101-45500-42630	CIRCULATION S SUPPLIES	842940	314.05
01-02410	MPLA					
		I-201701110745	101-45500-42702	SUBSC. & MEMB 2017 MEMBERSHIP	843060	65.00
01-02760	GALE					
		I-59618215	101-45500-43400	LIB. BOOKS & BOOKS	842969	47.23
01-02970	VAST BROADBAND					
		I-201701180799	101-45500-42805	PHONE-MONTHLY 015640901	843195	558.33
01-03259	MIDWEST ALARM COMPANY,					
		I-167011	101-45500-42502	BLDG. MAINTEN SERVICE	843052	380.00

PACKET: 04523 Regular Payments - JAN 2017

VENDOR SET: 01

FUND : 101 GENERAL FUND

DEPARTMENT: 5500 LIBRARY

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-03325	HEARTLAND AG-BUSINESS G					
		I-S20161212-413	101-45500-43400	LIB. BOOKS & BOOKS	842983	70.00
01-03345	HILLYARD / SIOUX FALLS					
		I-602381796	101-45500-42601	CLEANING SUPP SUPPLIES	842987	383.15
01-03452	DIRECT DIGITAL CONTROL					
		I-5328	101-45500-42501	EQUIP. MAINTN SERVICE	842944	95.00
01-03612	RECORDED BOOKS, LLC					
		I-75459168	101-45500-42683	ELECTRONIC SU SERVICE FEES	843109	1,775.00
		I-75459173	101-45500-42683	ELECTRONIC SU SERVICE FEE	843109	1,536.00
		I-75459179	101-45500-42683	ELECTRONIC SU SERVICE FEES	843109	545.39
		I-75459234	101-45500-42683	ELECTRONIC SU SERVICE FEE	843109	450.00
01-04049	MARIA GRUENER					
		I-201701110747	101-45500-42701	TRAVEL EXP. P ERRANDS	842980	6.93
01-04644	OVERDRIVE, INC.					
		I-H-0039549	101-45500-42683	ELECTRONIC SU 2017 MAINTENANCE FEE	843082	3,000.00
01-04690	MAHOWALD'S HARDWARE & R					
		I-517863	101-45500-42504	MAINTENANCE O SUPPLIES	843039	6.99
		I-517873	101-45500-42504	MAINTENANCE O SUPPLIES	843039	6.99
		I-518199	101-45500-42600	OFFICE SUPPLI SUPPLIES	843039	4.49
		I-518373	101-45500-42504	MAINTENANCE O SUPPLIES	843039	11.98
01-04917	MICRO MARKETING ASSOCIA					
		I-650802	101-45500-43400	LIB. BOOKS & BOOKS	843048	88.98
01-04920	MIDCONTINENT COMMUNICAT					
		I-1420463018513	101-45500-42813	INTERNET SERV MIDCONTINENT COMMUNICATIO	843050	65.00
01-04937	MIDWEST TAPE					
		C-94636759	101-45500-43400	LIB. BOOKS & RETURN	843053	50.97-
		I-94602077	101-45500-43400	LIB. BOOKS & BOOKS	843053	636.64
		I-94606080	101-45500-43400	LIB. BOOKS & BOOKS	843053	178.92
		I-94620616	101-45500-43400	LIB. BOOKS & BOOKS	843053	257.86
		I-94628645	101-45500-43400	LIB. BOOKS & BOOK	843053	24.99
		I-94642898	101-45500-43400	LIB. BOOKS & BOOK	843053	24.14
		I-94642899	101-45500-43400	LIB. BOOKS & BOOKS	843053	53.97
		I-94660403	101-45500-43400	LIB. BOOKS & BOOKS	843053	58.97
		I-94675717	101-45500-43400	LIB. BOOKS & BOOKS	843053	210.91
01-05200	MIKE MULLIN					
		I-201701110749	101-45500-42701	TRAVEL EXP. P MAIL TRIPS	843062	130.62
01-05240	MUNICIPAL UTILITIES					
		I-201701180800	101-45500-42801	NATURAL GAS MUNICIPAL UTILITIES	843063	1,387.02

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FUND : 101 GENERAL FUND

DEPARTMENT: 5500 LIBRARY

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-05240	MUNICIPAL UTILITIES			continued		
		I-201701180800	101-45500-42802	ELECTRICITY MUNICIPAL UTILITIES	843063	1,703.52
		I-201701180800	101-45500-42803	WATER MUNICIPAL UTILITIES	843063	92.20
		I-201701180800	101-45500-42804	SEWER MUNICIPAL UTILITIES	843063	28.70
01-05650	OCLC INC,					
		I-0000508014	101-45500-42212	OCLC FEES	843074	305.15
01-05663	OFFICE PEEPS, INC.					
		I-744407-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	843075	55.29
		I-744452-0	101-45500-42502	BLDG. MAINTEN SUPPLIES	843075	13.59
		I-744656-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	843075	4.56
		I-744656-1	101-45500-42600	OFFICE SUPPLI SUPPLIES	843075	15.07
		I-745124-0	101-45500-42501	EQUIP. MAINTE COPIES	843075	236.73
		I-745543-0	101-45500-42601	CLEANING SUPP SUPPLIES	843075	73.08
		I-745551-0	101-45500-42502	BLDG. MAINTEN SUPPLIES	843075	23.19
		I-745715-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	843075	63.04
		I-746483-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	843075	11.44
		I-747853-0	101-45500-42600	OFFICE SUPPLI SUPPLIES	843075	11.17
		I-747853-1	101-45500-42600	OFFICE SUPPLI SUPPLIES	843075	25.11
01-05801	NADAGUIDES					
		I-201701170780	101-45500-42707	PATRON SUBSCR RENEWAL 287962	843065	212.00
01-06083	BORNS GROUP					
		I-201701040693	101-45500-42618	POSTAGE POSTAGE	842895	300.00
01-06711	DEIRDRE WHITMAN					
		I-201701110751	101-45500-42701	TRAVEL EXP. P OUTREACH	843225	37.38
01-06905	SHERWIN WILLIAMS					
		C-7147-3	101-45500-42504	MAINTENANCE O DISCOUNT	843148	26.68-
		I-7146-5	101-45500-42504	MAINTENANCE O SUPPLIES	843148	71.91
01-07298	SD LIBRARY ASSOCIATION					
		I-201701200832	101-45500-42702	SUBSC. & MEMB MEMBERSHIPS	843136	695.00
01-07490	STAR LAUNDRY & CLEANERS					
		I-201701180789	101-45500-42601	CLEANING SUPP LIBRARY	843165	196.83
01-08205	CENTURYLINK					
		I-201612290691	101-45500-42805	PHONE-MONTHLY MONTHLY PHONE SERVICE3	842912	97.05
01-08223	MEGAN LYSFORD					
		I-201701110748	101-45500-42701	TRAVEL EXP. P BOOK DELIVERIES	843034	139.86
01-08343	MARSH & MCLENNAN AGENCY					
		I-318244	101-45500-41500	GROUP HEALTH CONSULTING FEES	843042	145.77
		I-318396	101-45500-41500	GROUP HEALTH CONSULTING FEES	843042	145.77

PACKET: 04523 Regular Payments - JAN 2017

VENDOR SET: 01

FUND : 101 GENERAL FUND

DEPARTMENT: 5500 LIBRARY

BANK: AP

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-08459	JOSH VOLKART					
		I-201701110750	101-45500-42701	TRAVEL EXP. P ERRANDS	843199	68.46
01-08530	WATERTOWN PUBLIC OPINIO					
		I-201701110746	101-45500-42707	PATRON SUBSCR LIBRARY SUBSCRIPTION - 877914	843214	142.50
DEPARTMENT 5500 LIBRARY					TOTAL:	24,131.82

Fines Fund 2 Profit & Loss yearly January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget
Income			
21716 6.5% City & State Tax	35.89		
35102 Library Fines			
Damaged Books	69.45		
Fines	865.00		
Lost Books Pd For	245.29		
Total 35102 Library Fines	1,179.74		
36700 Donations			
Gift/Donation	55.05		
Total 36700 Donations	55.05		
36909 Other Misc. Revenue			
Fax	76.57		
Lost Cards	4.00		
Out of County Cards	353.42		
Public Copier	413.60		
Sales-withdrawn Books	118.37		
Staff Copier	13.80		
Vend Inc/Payout	-0.10		
Total 36909 Other Misc. Revenue	979.66		
36910 Cash Over/Short	2.61		
Total Income	2,252.95		
Expense			
42104 Insurance Premiums	0.00	50.00	-50.00
42551 Copier Maint.	116.90	2,500.00	-2,383.10
42600 Office Supplies	93.93	1,000.00	-906.07
42623 Computer Supplies & Equip	0.00	725.00	-725.00
42674 Information & Education	0.00	7,900.00	-7,900.00
42917 Library Programs			
Adult Programs	25.23	6,000.00	-5,974.77
Jr Programs	826.81	2,000.00	-1,173.19
Summer Reading	0.00	6,000.00	-6,000.00
YA Programs	30.32	2,000.00	-1,969.68
42917 Library Programs - Other	0.00	2,000.00	-2,000.00
Total 42917 Library Programs	882.36	18,000.00	-17,117.64
43400 Library Books	413.44		
43500 Furniture, Fixtures & Fur	0.00	800.00	-800.00
43602 Computer Equip / Software	0.00	4,500.00	-4,500.00
43607 Electronic & Comm Equip.	0.00	10,000.00	-10,000.00
45400 Remittance of Revenue	0.00	700.00	-700.00
Total Expense	1,506.63	46,175.00	-44,668.37
Net Income	746.32	-46,175.00	46,921.32

City Budget
Profit & Loss Budget vs. Actual
 January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
Income	0.00			
Expense				
410 Personnel Services				
41100 Supervision Salary	18,705.63	140,600.00	-121,894.37	13.3%
41101 Clerical & Oper. Salary	16,940.57	303,500.00	-286,559.43	5.6%
41102 Temporary Salaries	3,565.15	56,650.00	-53,084.85	6.3%
41200 OASI-Employer Contr.	2,825.54	35,850.00	-33,024.46	7.9%
41300 Retirement & Pensions	2,138.76	26,650.00	-24,511.24	8.0%
41400 Workman's Comp Insurance	0.00	2,500.00	-2,500.00	0.0%
41500 Group Health Insur.	6,235.83	85,300.00	-79,064.17	7.3%
Total 410 Personnel Services	50,411.48	651,050.00	-600,638.52	7.7%
420 Other Current Expenses				
42104 Other Insurance Premiums	0.00	9,500.00	-9,500.00	0.0%
42107 Temp-not Subject to Worke	0.00	275.00	-275.00	0.0%
42212 OCLC	305.15	5,300.00	-4,994.85	5.8%
42214 ILS Maintenance	0.00	11,000.00	-11,000.00	0.0%
42222 Courier Services	0.00	2,300.00	-2,300.00	0.0%
42300 Publication & Rec Fees	0.00	1,000.00	-1,000.00	0.0%
42501 Equip. Maintenance	0.00	7,000.00	-7,000.00	0.0%
42502 Bldg. Maintenance	380.00	9,350.00	-8,970.00	4.1%
42504 Maintenance of Other	11.98	2,400.00	-2,388.02	0.5%
42600 Office Supplies	47.72	5,300.00	-5,252.28	0.9%
42601 Cleaning Supplies	779.98	5,500.00	-4,720.02	14.2%
42603 Motor Fuel & Luricants	0.00	175.00	-175.00	0.0%
42618 Postage	300.00	6,000.00	-5,700.00	5.0%
42627 Safety Supplies	0.00	275.00	-275.00	0.0%
42630 Circulation Supplies	0.00	8,000.00	-8,000.00	0.0%
42683 Electronic Subscriptions	10,306.39	35,000.00	-24,693.61	29.4%
42701 Travel Exp. Personnel	0.00	5,500.00	-5,500.00	0.0%
42702 Subsc. & Membership	760.00	2,800.00	-2,040.00	27.1%
42707 Patron Subscriptions	542.50	10,000.00	-9,457.50	5.4%
42708 Ebooks	91.00	40,500.00	-40,409.00	0.2%
42801 Natural Gas	1,387.02	12,000.00	-10,612.98	11.6%
42802 Electricity	1,703.52	28,000.00	-26,296.48	6.1%
42803 Water	92.20	1,600.00	-1,507.80	5.8%
42804 Sewer	28.70	450.00	-421.30	6.4%
42805 Phone-Monthly Service	117.05	1,600.00	-1,482.95	7.3%
42806 Phone-Long Distance	5.42	450.00	-444.58	1.2%
42813 Internet Service Provider	0.00	1,000.00	-1,000.00	0.0%
Total 420 Other Current Expenses	16,858.63	212,275.00	-195,416.37	7.9%
430 Capital Outlay				
43400 Lib. Books & Off. Ref.	1,442.80	95,000.00	-93,557.20	1.5%
Total 430 Capital Outlay	1,442.80	95,000.00	-93,557.20	1.5%
Total Expense	68,712.91	958,325.00	-889,612.09	7.2%
Net Income	-68,712.91	-958,325.00	889,612.09	7.2%

DRAFT
Meeting Room Policy

The Watertown Regional Library, by and through its Library Board, reaffirms that the Library is an appropriate forum for information and ideas, as well as for encouraging the pursuit of lifelong learning and personal fulfillment. As such an appropriate forum, and recognizing that the Library meeting rooms are an essential component in achieving its Mission, the Library's meeting rooms are available to individuals, groups or organizations (hereafter "group") pursuant to the following rules and regulations when a meeting room is reserved:

1.Open to Public and Fees. All meetings must be open to the general public and may not require or charge a fee for attendance. A fee may be charged to offset the costs of materials distributed. No party may be required to take such materials as a condition of attendance.

2.Restrictions. No meetings may be conducted by a for-profit group. Meetings and materials shall be contained in the room. Materials from the meeting must be removed at the end of the meeting.

3.Regular Meeting Site. The Library is not to be used as a location for regularly (monthly or more frequently) scheduled meetings of a group to conduct its business, except in the instance where the group's purpose is for the betterment of the library by supporting literacy, reading appreciation, creative writing, written composition, and arts composition or appreciation. Subject to the approval of the Librarian or designee, exceptions may be made due to the unavailability of a group's regular meeting space.

4.Conduct of Meetings. The start and end times of each meeting are subject to the approval of the Librarian or designee. The conduct of the meeting is subject to reasonable limitations placed by the Librarian or designee on noise level, numbers of attendees, use of utilities, use of other library facilities, and such other limitations as the Librarian or designee deems prudent and desirable for the safe, efficient and quiet operation of the Library.

5.Designation of Representative. Prior to each meeting, a group must designate in writing with the Librarian or designee the name, address and telephone number of the member of the group responsible for the conduct of the meeting and the use of the facilities.

6.Preemption of Previously Scheduled Meeting. At the discretion of the Librarian or designee, a previously scheduled meeting may be rescheduled to a mutually agreeable time.

7. Exceptions Approved by Library Board. This policy may be suspended from time to time, on case by case basis, upon motion, and approval by a majority of the members of the Library Board.

8. Consequences for Violation. Failure to adhere to any of the above policies may result in your group's privilege to use the meeting rooms being revoked, either permanently or for a certain period of time, at the discretion of the Library Board.

The use of the Watertown Regional Library meeting rooms does not constitute an endorsement by the Library, the Library Board or the City of Watertown of a group's policies or beliefs.

Adopted: April 26, 1994

Revised: January 4, 2011; February 2, 2017

DRAFT

Policy for Patrons Living in Temporary Housing

Watertown Regional Library cards may be issued to people who are able to establish they are temporarily residing in the Beacon Center, Serenity Hills, local hotel or other temporary housing within Codington County~~the city limits of Watertown~~. Cards issued under this policy will be subject to the following limitations:

1. Cards will be issued for a period not to exceed three (3) months;
2. Cards may be renewed at the discretion of the Library Director or his/her designee for a period not to exceed three (3) months;
3. Only two (2) items may be checked out at any time;
4. All items shall have a checkout period of one (1) week;
5. Items may be renewed for additional one (1) week increments at the discretion of Library Director or his/her designee.
6. Any patron failing to return an item by its due date will have their privileges suspended until their account is made current.

Adopted: July 7, 2015

2017 Board Meetings		Thursdays @ 5:15pm	People gone
Month	Date	To Do Items	
January	11*	Approve volunteers.	
February	2	Appoint Budget Committee	Judy
March	2	Director's evaluation due.	Dave
April	6	Review All Policys.	Deb & Dave
May	4	Approve CIP and Personnel Budgets. Appoint Nominating Committee.	Deb
June	1		
July	6	Approve O & M Budgets	
August	3	Review Board Bylaws.	
September	7	Long range planning.	
October	5		
November	2		
December	7		
*	Wednesday		