

Fraser Public Library
Board of Trustees
Regular Meeting Minutes
April 8th, 2019
(Approved)

1. **Call to Order:** President Usndek called the meeting to order at 4:03pm.
2. **Attendance:** Lorena McDowell-Director, Dana Usndek, Marlene Hoefft, Tina Bullis Bullis, Michael Wettstein, Molly Christiansen, Kathryn Parrott. Quorum: yes
3. **Approval of Minutes:** Hoefft makes a motion to approve the March 2019 Regular Meeting Minutes. Wettstein seconds. All approve.

Member Hoefft makes a motion to move new business to 5th under Public Commentary. Vice-President Bullis seconds. All in favor. Motion passes.

4. **Public Commentary:** Patron Marie Zenon approached the board with her concerns about her personal flash drive and requested reimbursement. The board listened to her concerns and referred her to the current FPL's Computer Use and Internet Policy. Additional input was given by Hoefft who's research found that the library scanning equipment was incapable of reformatting.

5. **President's Report:** None

6. Director's Report: Library Statistics Report for the month of March was distributed by Director McDowell, noting Saturday to be the busiest day for library visits to the building, and speculating that there may be a future need to be open on Sundays. Fund Report for March was submitted and filed with 67.89% of budget used. Director McDowell presented quotes she gathered for accounting, payroll, auditing, HR, maintenance, custodial, and groundskeeping. The library will stay with the city for the 2018-19 audit, but to budget for independent audit for 2019-2020. McDowell made a recommendation to the board to go with Paychex for the near future to start on May 1st. Treasurer Wettstein made a motion that the board accept a bid for not more than \$15,000 for Human Resources and Payroll. Usndek seconds. All in favor. Motion carries.

Maintenance and groundskeeping will be put on hold for a few months. Looking into Health Insurance/Disability. Working budget presented.

The Library portion of the Draft of the 2019-20 City Budget was reviewed noting multiple entrees from the City Budget would be removed whereas the Library would then be responsible for certain expenses and entered into the 2019-20 Library Budget.

Board voted to set a Special Budget Workshop Meeting on Tuesday, April 16th, 2019 at 4:00pm. Wettstein was excused at 5:45pm.

Director discussed Staffing updates and wanted to acknowledge the retirement of long time employee Fransie Crouch.

7. Treasurer's Report: None

8. Secretary's Report: None

9. Committee/Communications Reports: N/A

10. Old Business:

11. New Business: Usndek motions that the Library mail patron a copy of Library Computer and Internet Use policy with follow up letter and supports director's original decision. Hoeft seconds. All in Favor. Secretary Parrott abstains. Motion passes.

12. Adjournment: Usndek motions to adjourn meeting 6:09pm

NEXT REGULAR MEETING: Monday, May 13th, 2019 in the Library upstairs meeting room.