

Library Board Meeting
Brooks-Fennell Multi-Purpose Room
March 26, 2018 6:00 p.m.

Attendees: Bonnie Freeman, Patti Midkiff, Delbert Settles Viki Hawkins and Jo Chullino. Library Director, Theresa Hawkins and Assistant Library Director Genevieve Hawkins. Absent were Victor Skinner and Tyke Darveaux.

Bonnie called the meeting to order.

Minutes: Viki made the motion to accept the minutes. Jo seconded. Motion passed.

Financial Report: February 2018 monthly budget report from the City. Patty made the motion to approve the February 2018 financial report. Delbert seconded. Motion passed.

Action on Bills: Viki made the motion to approve the bills. Delbert seconded. Motion passed.

Librarian' Report: Viki made the motion to accept the report. Patty seconded. Motion passed.

	February Statistics
Door Count	1019
Circulation	1006
Patron Computer Usage	180
WIFI Usage (Patron Devices)	113
New Patrons – Adult	5
New patrons – Juvenile	9
Patron Photocopies	\$ 17.70 (177 copies)
Patron Printouts	\$ 41.95 (419 printouts)
Patron FAX	\$ 15.00 (60 pages faxed)

Genevieve attended her first Library Management 1 class at the State Library in Des Moines on Tuesday, March 20.

Genevieve's first online class will be Tuesday, March 27 from 9:00 to 12:00. Purchased a microphone and camera to participate in class discussion. Homework is due every Friday and Genevieve will upload it to the State Library.

The Senior Center activities and Carter Lake Care programs are going very well. Instead of every Tuesday for the senior activities, they will be every other Tuesday starting in April. The Carter Lake Cares topic for April will be Gardening 101 and held on Saturday, April 14 and Wednesday, April 25.

In June, July and August, the library will be showing family movies every Wednesday at noon. Popcorn/water provided.

Summer Reading program will start Monday, June 4 and run through Friday, August 3. With the donations from the Carter Lake Improvement Club and purchases already made for programming – the library has plenty of reading incentives for the 2018 SRP.

Only 3 months left in this FY budget so keeping track of expenditures.

Genevieve will be completing the Enrich Iowa and Open Access reports that are due to the State Library. Gen also has complete access to the office computer and all the files in the office. The best way to train is hands on experience.

Old Business: None

New Business: Update bathrooms/replace windows – discussion on getting bids on the sinks, counters and steaming the floors. Add updating the windows to a long-range schedule – 2 windows per year – use CIP funds when available.

Viki made the motion to adjourn. Patty seconded. Meeting adjourned 7:00 p.m.

Submitted

Viki Hawkins, Secretary
Tuesday, March 27, 2018