

**Lodi Woman's Club Public Library**  
**Meeting Minutes: January 12, 2015**

1. PRESENT: Berthold, Welch, Smith-Gallagher, Jelinek, Price, Walstad, Beers, Long, Holerud, Abel  
ALSO PRESENT: Kristine Millard, Trish Frankland
2. CORRESPONDENCE/INTRODUCTION OF GUESTS: None
3. MINUTES: Motion Long, second Smith-Gallagher to approve minutes as presented. Motion passed.
4. TREASURER'S REPORT: No discrepancies with statement. Received donations of almost \$19k for 2014. Money market balance \$46k-\$52k throughout the year. Edward Jones account gained around \$4k for 2014. Motion Price, second Beers to approve treasurers report. Motion passed.
5. LIBRARY BILLS: Small number of hold-over bills for approval from 2014 budget. Most contractual services paid within 1<sup>st</sup> quarter of year, including \$2k for subscriptions for digital collection which is the fastest-growing collection for the library. Motion Berthold, second Walstad to approve voucher 2041-2043 for payment in the amount of \$662.79 from City of Lodi 2014 budget. Motion passed. Motion Holerud, second Walstad to approve voucher 2044-2049 for payment in the amount of \$34,935.21 from City of Lodi 2015 budget. Motion Holerud, second Price to approve voucher 2050 and to transfer \$1,787.44 from Money Market #754 to Checking #555 for payment of bills. Motion passed.
6. BUDGET REVIEW: Numbers are projected as there are still 4 days of payroll from 2014 to be paid. Board to pay approx. \$9k to City to balance the budget. Total expenditures estimated to be about \$22k less than budgeted.
7. MONTHLY LIBRARY STATISTICS: Circulation up this month. More than 500 OverDrive downloads. Can now read current issues of digital magazines through Flipster. Received \$6,000 donation from Town of Lodi - same amount that was received in 2013 and budgeted for 2015.
8. LIBRARY POLICIES REVIEW SCHEDULE: Calendar will be added to board page on website showing regularly scheduled items for review, including strategic plan reviews.
9. ANNUAL REVIEW OF STRATEGIC PLAN: On target with strategic review plan. Trish will develop another calendar of strategic plan projects to make review easier.
10. LIBRARY BOARD SKILL SET: Initial draft of proposed skill set for board and individual members reviewed. A few minor adjustments to be made – revisions will be reviewed at next meeting.
11. CITY OF LODI CLASS AND COMPENSATION STUDY: City of Lodi received completed study of employees with information on pay, job descriptions, and benefits in comparison to communities with similar population and other characteristics. Positions broken into 3 families, each with 3 grades - grades based on responsibilities, decision making, supervision. Within each grade is a recommended salary range. There is no information within the study concerning library. Dona (finance coordinator) from the City will be invited to the March meeting to discuss the process - the

board can then discuss and decide if we would like the library's employees to complete the questionnaire. If we decided to include any comp information, we would need to add that research.

12. EVENTS AT THE LIBRARY:

- Book discussion selection night party (1/26 at 7pm)

13. ADJOURNMENT: Motion Beers, second Long to adjourn at 8:03 p.m.

Respectfully submitted,  
Christina Smith-Gallagher, Secretary