

**Lodi Woman's Club Public Library**  
**Meeting Minutes: November 21, 2016**

1. PRESENT: Smith-Gallagher, Heskin, Long, Holerud, Welch, Cline, Delaney, Beers  
ABSENT: Jelinek ALSO PRESENT: Trish Frankland, Kristine Millard
2. CORRESPONDENCE/INTRODUCTION OF GUESTS: N/A
3. MINUTES: Motion Welch to approve minutes as presented, second Smith-Gallagher. Motion passed.
4. TREASURERS REPORT: Motion Beers, second Long to cash the savings bonds (last valued \$170.48) and transfer the funds to the WRB money market. Motion passed. Endowment committee met: 2017 plans include distributing endowment information to local accountants, attorneys and tax planning professionals. Motion Long, second Welch to transfer a maximum of \$1,000 from the endowment money market to the print/mail the additional end-of-year campaign the Friends started. Motion Long, second Welch to approve treasurers report. Motion passed.
5. LIBRARY BILLS: Motion Smith-Gallagher, second Long to approve vouchers 3113-3114 in the amount of \$680.32 from City of Lodi budget. Motion passed. Motion Smith-Gallagher, second Welch to approve voucher 3115 and to transfer \$2,229.08 from Money Market #754 to Checking #555 for payment of bills. Motion passed.
6. END OF YEAR BUDGET PREVIEW: Estimated 2016 expenditures \$272,234. Friends campaign and contribution will try to offset some of the \$20k City line of credit, along with board funds of about \$15k.
7. STRATEGIC PLANNING COMMITTEE REPORT: Public input sessions completed. 2014 Strategic Plan reviewed and updated for 2017 strategic plan. Input by board for additional goals and activities for 2017 plan.
8. EMPLOYEE CLASSIFICATION WORK GROUP: No Update
9. CO-DIRECTORS REVIEW COMMITTEE: Reviews to be completed by next board meeting. Committee to re-review the form created with input from Co-Directors.
10. FRIENDS OF THE LIBRARY: End of year giving campaign, Wine Walk was a success, take your child to library day event 2/4/17, Garden Expo 5/20/17.
11. LIBRARY CARD AND MATERIALS USE POLICY REVISION: Additional verbiage in policy - Adding unpaid fines totaling more than \$50 may be submitted to a collection agency, no reimbursement for lost items after four weeks from the due date, lost item reimbursements will not be issued for less than \$5. Motion Delaney, second Beers to approve policy as recommended. Motion passed.
12. CO-DIRECTORS REPORT ON LIBRARY ACTIVITIES & EVENTS:
  - Book discussion: That Old Cape Magic (12/12 at noon and 7pm)
  - Lodi League of Nonprofits Summit (12/12 at 9am)
  - Artful Adults: Holiday Gift Tags (12/14 at 6:30pm)
13. ADJOURNMENT: Motion Beers, second Heskin to adjourn at 8:17 p.m.

Respectfully submitted, Christina Smith-Gallagher, Secretary