

Lodi Woman's Club Public Library
Meeting Minutes: October 17, 2016

1. PRESENT: Smith-Gallagher, Heskin, Long, Holerud, Welch, Cline, Jelinek, Delaney, Beers
ABSENT: ALSO PRESENT: Kristine Millard
2. CORRESPONDENCE/INTRODUCTION OF GUESTS: N/A
3. MINUTES: Motion Delaney to approve minutes as presented, second Smith-Gallagher. Motion passed.
4. TREASURERS REPORT: Edwards Jones account zeroed out. Foundation fund has grown. Motion Long, second Welch to approve treasurers reports. Motion passed. Endowment Funds Rules of Governance updates suggested by the Endowment Committee. Long expressed concerns regarding verbiage eliminated which may make it easier to access the funds for projects that are not long term. Motion Smith-Gallagher, second Welch to accept changes proposed to the Endowment Fund Rules of Governance. Motion passed.
5. LIBRARY BILLS: \$30 deposit box annual rental fee due on safety deposit used to store savings bonds valued around \$170. Delaney to call Associated to see if there's an early cancellation refund. Motion Smith-Gallagher, second Welch to approve vouchers 3109-3111 in the amount of \$875.42 from City of Lodi budget. Motion passed. Motion Smith-Gallagher, second Welch to approve voucher 3112 and to transfer \$87.78 from Money Market #754 to Checking #555 for payment of bills. Motion passed.
6. FACILITIES MANAGEMENT, CUSTODIAL & CAPITAL PROJECTS: Co-Directors worked with Dona Newman to draft facilities management document. Recommendation by board to define capital projects to be managed by library board with the assistance of the Director of Operations. Define the maintenance process.
7. STRATEGIC PLANNING COMMITTEE REPORT: Public input sessions began. Another session scheduled for October 26th. Forms available online. Kristine to email out the link for board members to share. Board to bring suggestions for new goals, comments on past goals for new strategic plan.
8. EMPLOYEE CLASSIFICATION WORK GROUP: Proposal to implement a 5 year timeline to return salaries to classification compensations. Proposed a title change for PR purposes for Kristine to Program Director and Trish to Business Director. Subcommittee to hiring a consultant to make recommendations or report on organization structure. Subcommittee to present a bid from consultants to board by January 2017. If approved, study to be completed by June 2017.
9. CO-DIRECTORS REVIEW COMMITTEE: 6 month/mid-year reviews to be completed annually in April. Shared goals to be written by staff based off board goals and individual goals written individually. Motion Welch, Second Long to approve performance review form with changes. Motion passed.
10. FRIENDS OF THE LIBRARY: 501(c)(3) tax exempt, Craft and Cocktails 10/26, Garden Expo 5/20/17.
11. CO-DIRECTORS REPORT ON LIBRARY ACTIVITIES & EVENTS:
 - October surveys for DPI annual report
 - Book discussion: The Lowland (10/24 12 & 7pm)
 - Partnership sharing session (10/26 at 6:30pm)
 - Artful Adults: fall vases (11/9 at 6:30pm)
 - SCLS Foundation Cornerstone Award (11/17 at 5pm in Cambridge)
12. ADJOURNMENT: Motion Smith-Gallagher, second Welch to adjourn at 8:10 p.m.

Respectfully submitted, Christina Smith-Gallagher, Secretary