



**MINUTES OF
MARYSVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES**

January 20, 2016

The Marysville Public Library Board of Trustees met on January 20, 2016, at Marysville Main.
Attending: Robert Buckley, David G. Speicher, Chad Seeberg, Sue Irwin, Rhonda Thompson, Rebecca Wever, Anita Tiller
Staff: Nieca Nowels, Michael Schmenk, Jodi Kulka
Guests: Jan Dick, Lynda Murray, Virginia Watters

CALL TO ORDER

Robert Buckley, President, called the meeting to order at 4:59 p.m.

MEET THE STAFF

Director Nowels informed the Board that staff member Suzi Blue was out sick and would not be attending.

APPROVAL OF MINUTES – December 16, 2015

Pres. Buckley asked if there were any corrections regarding the minutes of the last meeting.

Motion 01-16

Sue Irwin moved approval of the minutes as presented, seconded by Chad Seeberg.

Irwin	Aye	Seeberg	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

Minutes were approved as presented.

APPROVAL OF AGENDA

After a review of the agenda, Pres. Buckley asked for approval of the agenda.

Motion 02-16

Rebecca Wever moved approval of the agenda as amended, seconded by Anita Tiller.

Irwin	Aye	Seeberg	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

Agenda passed as presented.

OATH OF OFFICE

David G. Speicher was sworn in as a member of the Marysville Public Library Board of Trustees to a seven year term (expiring December 31, 2022). He was encouraged to attend the OLC New Trustees training workshop on March 19, 2016.

ELECTION OF 2016 OFFICERS

Robert Buckley opened the floor for the election of officers for 2016.

Motion 03-16

Anita Tiller moved to nominate Chad Seeberg as President for 2016. Seconded by Rebecca Wever.

Irwin Aye Seeberg Aye Speicher Aye
Thompson Aye Tiller Aye Wever Aye
The motion passed.

Motion 04-16

Chad Seeberg moved to nominate Rebecca Wever as Vice President for 2016. Seconded by Sue Irwin.

Irwin Aye Seeberg Aye Speicher Aye
Thompson Aye Tiller Aye Wever Aye
The motion passed.

Motion 05-16

Sue Irwin moved to nominate Rhonda Thompson as Secretary for 2016. Seconded by Rebecca Wever.

Irwin Aye Seeberg Aye Speicher Aye
Thompson Aye Tiller Aye Wever Aye
The motion passed.

UPDATE FROM MURRAY CONSULTING

Lynda Murray gave updates on the following items that she has been working on with Nieca Nowels.

- Fiscal Officer Evaluation form and job description update
- Director Evaluation form and job description update
- Bylaws revision and requirements
- Policy updates and separating policies and procedures

FRIENDS OF THE LIBRARY UPDATE

Jan Dick reported on behalf of the friends. The endowment is now \$199,565 and the Friends will contribute \$8,980 to the Marysville Public Library. The Author Series is set for 2016, marking the 11th year that this series has been held by the Friends. The first author will be Kelly Lytle.

STRATEGIC PLAN

The Planning Committee reviewed the changes made to the Strategic Plan.

Motion 06-16

David G. Speicher moved to adopt the 2016-2017 Strategic Plan as presented. Seconded by Anita Tiller.

Irwin Aye Buckley Aye Speicher Aye
Thompson Aye Tiller Aye Wever Aye
The motion passed.

OATH OF OFFICE

Michael Schmenk took the Oath of Office as Fiscal Officer for 2016.

FINANCIAL REPORT –Michael Schmenk, Fiscal Officer, presented the financial report. After discussion the financial report was approved as presented.

Motion 07-16

Sue Irwin moved approval of the report as presented, seconded by Rhonda Thompson.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

The financial report was approved as presented.

DIRECTOR’S REPORT – Nieca Nowels

Director Nowels gave a brief review of the written report that was included in the monthly mailing to Board Members. She commented on Community Participation and her nomination as Vice President of the Auxiliary Board, Manager’s Meetings moving to twice monthly, purchasing a refurbished book drop for the Raymond branch, Lucky Day books and RFPs for website developers.

COMMITTEE REPORTS –

Executive – Rebecca Wever (Chair), Sue Irwin, Chad Seeberg - No Report

Planning and External Relations – Sue Irwin (Chair), Rhonda Thompson – Report given with presentation of the Strategic Plan.

Operations – Chad Seeberg (Chair), Rebecca Wever – No Report

COMMITTEE APPOINTMENTS

Executive – Rebecca Wever (Chair), Rhonda Thompson, Robert Buckley

Planning and External Relations – Rhonda Thompson (Chair), Sue Irwin, Anita Tiller

Operations & Finance Committee – Robert Buckley (Chair), David G. Speicher, Rebecca Wever

OLD BUSINESS

Reviewed Board calendar for 2016. Moved November meeting to November 16, 2016. December meeting will remain on December 21, 2016. Fiscal Officer review will be completed in February. Director review will be completed in June. August meeting at Raymond branch.

NEW BUSINESS

No new business.

PUBLIC COMMENTS:

Virginia Watters wanted to state that Marysville Public Library should be proud that we continue to serve the Raymond community and mentioned concerns about Raymond’s electrical system..

The next regular meeting of the Marysville Public Library Board of Trustees will be held at the Main location on **February 17, 2016 at 5:00pm.**

The meeting was adjourned by President, Mr. Chad Seeberg at 6:28 p.m.

Chad Seeberg, President

Rhonda Thompson, Secretary



**MINUTES OF
MARYSVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES**

February 17, 2016

The Marysville Public Library Board of Trustees met on February 17, 2016, at Marysville Main.
Attending: Robert Buckley, David G. Speicher, Chad Seeberg, Sue Irwin, Rhonda Thompson, Rebecca Wever, Anita Tiller
Staff: Nieca Nowels, Michael Schmenk, Jodi Kulka, Madison Smith
Guests: Jan Dick

CALL TO ORDER

Chad Seeberg, President, called the meeting to order at 5:00 p.m.

MEET THE STAFF

Director Nowels introduced staff member Madison Smith. Madison spoke to the Board a bit about herself and her role at the library.

APPROVAL OF MINUTES – January 20, 2016

President Seeberg asked if there were any corrections regarding the minutes of the last meeting.

Motion 09-16

Sue Irwin moved approval of the minutes as presented, seconded by Rhonda Thompson.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

Minutes were approved as presented.

APPROVAL OF MINUTES – Special Meeting February 15, 2016

President Seeberg asked if there were any corrections regarding the minutes of the last meeting.

Motion 10-16

Sue Irwin moved approval of the minutes as presented, seconded by Robert Buckley.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

Minutes were approved as presented.

APPROVAL OF AGENDA

After a review of the agenda, President Seeberg asked for approval of the agenda.

Motion 11-16

Rhonda Thompson moved approval of the agenda as amended, seconded by Rebecca Wever.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

Agenda passed as presented.

FRIENDS OF THE LIBRARY UPDATE

Jan Dick reported on behalf of the friends. The endowment is now \$183,527. The Friends appropriated \$3,000 for framing of the donated paintings of Gene Sellers. The first author in the Friends' Author Series, Kelly Lytle, will be here February 23, 2016. The production of Little Women held at Veterans Memorial Auditorium resulted in a donation of \$1,162 to the Friends.

FINANCIAL REPORT –Michael Schmenk, Fiscal Officer, presented the financial report. After discussion the financial report was approved as presented.

Motion 12-16

Anita Tiller moved approval of the report as presented, seconded by Robert Buckley.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

The financial report was approved as presented.

DIRECTOR'S REPORT – Nieca Nowels

Director Nowels gave a brief review of the written report that was included in the monthly mailing to Board Members. She commented on the number of teacher and classroom requests filled by Youth Services, the book drop install being complete at Raymond, the completion of the Raymond sewer project and on topics related to the Strategic Plan. In regards to the Strategic Plan she noted that the library's management team is currently reviewing the policy manual, wifi hotspots have arrived and will be up and running soon and that Director Nowels and Kate McCartney will be visiting area libraries soon to observe homework help centers.

COMMITTEE REPORTS –

Executive – Rebecca Wever (Chair), Rhonda Thompson, Robert Buckley
Fiscal Officer review

Motion 13-16

Rhonda Thompson moved approval to go into Executive Session to review the Fiscal Officer's evaluation, seconded by Anita Tiller.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

Moved into Executive Session at 5:32p.m. with a roll call vote.

Moved out of Executive Session at 6:02p.m.

Motion 14-16

Rebecca Wever moved to recommend approval of a 3% salary increase retroactive to January 1, 2016 for Fiscal Officer Mike Schmenk, seconded by Anita Tiller.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

Salary increase approved as presented.

Planning and External Relations – Rhonda Thompson (Chair), Sue Irwin, Anita Tiller– No report

Operations – Robert Buckley (Chair), David G. Speicher, Rebecca Wever – No Report

OLD BUSINESS

Reviewed revisions to Bylaws for the Board of Trustees. Comments, reading and rewriting decisions were made.

NEW BUSINESS - Appropriations Budget 2016

After Mike Schmenk reviewed the approved the appropriations budget for 2016, Mr. Seeberg asked for approval of the appropriations budget for 2016.

Motion 15-16

Robert Buckley moved to recommend approval of appropriations budget for 2016, seconded by Rebecca Wever.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

Appropriations budget approved as presented.

NEW BUSINESS – Sunday before Memorial Day Closure 2016

Director Nowels discussed the idea of closing the library on the Sunday before Memorial Day in order to have the carpets cleaned.

Motion 16-16

Sue Irwin moved to recommend closure of the main branch on the Sunday before Memorial Day 2016, seconded by Anita Tiller.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

Request to close approved as presented.

Other new business included discussion regarding Board packet distribution and moving to electronic copies only prior to meeting with a printed copy at the meeting. There was also discussion surrounding development of the new website and sending out another RFP to a group called Forefront. New information and a comparison of favorite companies will be completed once collected.

PUBLIC COMMENTS:

None

The next regular meeting of the Marysville Public Library Board of Trustees will be held at the Main location on **March 16, 2016 at 5:00pm.**

2016 Appropriations Budget Schedule enclosed.

The meeting was adjourned by President, Mr. Chad Seeberg at 6:48 p.m.

Chad Seeberg, President

Rhonda Thompson, Secretary



**MINUTES OF
MARYSVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES**

March 23, 2016

The Marysville Public Library Board of Trustees met on March 23, 2016, at Marysville Main.
Attending: Robert Buckley, David G. Speicher, Chad Seeberg, Sue Irwin, Rhonda Thompson, Rebecca Wever, Anita Tiller
Staff: Nieca Nowels, Michael Schmenk, Jodi Kulka, Patty O’Connor, Bethany Anderson
Guests: Jan Dick

CALL TO ORDER

Rebecca Wever, Vice President, called the meeting to order at 5:02 p.m.

MEET THE STAFF

Director Nowels introduced staff member Patty O’Connor, who is celebrating her 10th anniversary with the library. Patty spoke to the Board a bit about herself and her roles at the library.

APPROVAL OF MINUTES – from February 17, 2016

President Seeberg asked if there were any corrections regarding the minutes of the last meeting.

Motion 17-16

Rebecca Wever moved approval of the minutes as presented, seconded by Anita Tiller.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

Minutes were approved as presented.

APPROVAL OF AGENDA

After a review of the agenda, President Seeberg asked for approval of the agenda.

Motion 18-16

Sue Irwin moved approval of the agenda as amended, seconded by Robert Buckley.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

Agenda approved as presented.

FRIENDS OF THE LIBRARY UPDATE

Jan Dick reported on behalf of the Friends of the Library. The endowment is now \$192,109. The framing of the donated paintings of Gene Sellers is nearly complete and delivery is anticipated soon. The Board of the Friends is now back up to max with the addition of Bob Whitman as the newest member. The author series is going well and both Kelly Lytle and Mindy McGinnis have been a great success. The next author is Jim Burson on April 12th.

FINANCIAL REPORT –Michael Schmenk, Fiscal Officer, presented the financial report. Discussion followed.

Motion 19-16

Anita Tiller moved approval of the report as presented, seconded by Robert Buckley.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

The financial report was approved as presented.

DIRECTOR’S REPORT – Nieca Nowels

Director Nowels gave a brief review of the written report that was included in the monthly packet for the Board Members. In regards to the Strategic Plan she noted that wifi hotspots are set to begin circulating next week and several staff and board members are beta testing them currently. We are still looking into wireless printing options and will report more soon. Kate McCartney is compiling information regarding the various websites and databases that the schools are using. Discussion was held regarding the visits to various Homework Help locations. Of specific interest was discussion around Homework Help at the nearby Hope Center and the ways in which the library can support those efforts and partner with the Hope Center.

COMMITTEE REPORTS –

Executive – Rebecca Wever (Chair), Rhonda Thompson, Robert Buckley

No meeting held.

Planning and External Relations – Rhonda Thompson (Chair), Sue Irwin, Anita Tiller –

No meeting held.

Operations – Robert Buckley (Chair), Rebecca Wever, David G, Speicher –

No meeting held.

OLD BUSINESS

Reviewed revisions to Bylaws for the Board of Trustees.

Motion 20-16

Sue Irwin moved to recommend approval of Bylaws as revised, effective immediately, seconded by Anita Tiller.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

Bylaws for the Board of Trustees approved as presented.

NEW BUSINESS – Signage on North end of building

Signage, lighting and estimated cost for the north end of the building were discussed. This issue is tabled for now as additional information is collected and board members reflect on this information.

NEW BUSINESS –Wifi Hotspot Policy

Director Nowels shared the proposed Wifi Hotspot Policy for inclusion in the Policy Manual.

Motion 21-16

Rebecca Wever moved to recommend the approval of the Wifi Hotspot Policy for inclusion in the Policy Manual, seconded by Rhonda Thompson.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

Request to include policy approved as presented.

NEW BUSINESS –Website Development

Bethany Anderson shared her presentation on the status of and concerns with our current website and a summary and comparison of the 4 proposals/bids from potential website developers. Discussion and questions followed.

Motion 22-16

Rhonda Thompson moved to recommend the acceptance of the bid from Fulcrum Creative, seconded by Rebecca Wever.

Irwin	Nay	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

Request to accept bid/proposal approved as presented.

NEW BUSINESS – Other new business included a brief discussion regarding the upcoming Surplus Sale and donating some older computers to the Hope Center, and revisiting potential dates for Staff Day after the next Management Team meeting.

PUBLIC COMMENTS:

None

The next regular meeting of the Marysville Public Library Board of Trustees will be held at the Main location on **April 20, 2016 at 5:00pm.**

2016 Appropriations Budget Schedule enclosed.

The meeting was adjourned by President, Mr. Chad Seeberg at 7:45 p.m.

Chad Seeberg, President

Rhonda Thompson, Secretary



**MINUTES OF
MARYSVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES**

April 20, 2016

The Marysville Public Library Board of Trustees met on April 20, 2016, at Marysville Main.
Attending: Robert Buckley, Chad Seeberg, Rhonda Thompson, Rebecca Wever, Anita Tiller
Staff: Nieca Nowels, Michael Schmenk, Jodi Kulka, and Melissa Jordan
Guests:

CALL TO ORDER

Chad Seeberg, President, called the meeting to order at 5:00 p.m.

MEET THE STAFF

Director Nowels introduced staff member Melissa Jordan. Melissa spoke to the Board a bit about herself and her roles at the library.

APPROVAL OF MINUTES – from March 23, 2016

President Seeberg asked if there were any corrections regarding the minutes of the last meeting.

Motion 23-16

Rebecca Wever moved approval of the minutes as presented, seconded by Rhonda Thompson.

Irwin	Not present	Buckley	Aye	Speicher	Not present
Thompson	Aye	Tiller	Aye	Wever	Aye

Minutes were approved as presented.

APPROVAL OF AGENDA

After a review of the agenda, President Seeberg asked for approval of the agenda.

Motion 24-16

Anita Tiller moved approval of the agenda as amended, seconded by Robert Buckley.

Irwin	Not present	Buckley	Aye	Speicher	Not present
Thompson	Aye	Tiller	Aye	Wever	Aye

Agenda approved as amended.

FRIENDS OF THE LIBRARY UPDATE

Jan Dick sent an email to Director Nieca Nowels in his absence. She read his report on behalf of the Friends of the Library. The endowment is now approximately \$200,000. The Friends raised \$1,194 at the uses book sale. Missy Hachett will be the Vice President of the Board of the Friends for the remainder of this year. The author series is still going very well and Jim Burson was well received. The next and final author for the year is Laura Bickle on May 3rd. The Friends will be hosting a used book sale at the tree giveaway on April 23rd and will host a Scholastic book sale in conjunction with Summer Reading Program on May 31st, June 1st and 2nd.

FINANCIAL REPORT –Michael Schmenk, Fiscal Officer, presented the financial report. Discussion followed.

Motion 25-16

Rhonda Thompson moved approval of the report as presented, seconded by Rebecca Wever.

Irwin	Not present	Buckley	Aye	Speicher	Not present
Thompson	Aye	Tiller	Aye	Wever	Aye

The financial report was approved as presented.

DIRECTOR’S REPORT – Nieca Nowels

Director Nowels gave a brief review of the written report that was included in the monthly packet for the Board Members. She reported that the Surplus Sale went well and the library collected approximately \$80 in donations. In regards to the Strategic Plan she noted that wifi hotspots are circulating and doing well. The board briefly discussed progress with the Summer Lunch program as well.

COMMITTEE REPORTS –

Executive – Rebecca Wever (Chair), Rhonda Thompson, Robert Buckley

No meeting held.

Planning and External Relations – Rhonda Thompson (Chair), Sue Irwin, Anita Tiller –

No meeting held.

Operations – Robert Buckley (Chair), Rebecca Wever, David G, Speicher –

No meeting held.

OLD BUSINESS

Briefly discussed signage options for North end of the building.

NEW BUSINESS –

Closing For Staff day

Motion 26-16

Rebecca Wever moved approval of closing the library on Monday October 10, 2016 for Staff Day (staff training), seconded by Rhonda Thompson.

Irwin	Not present	Buckley	Aye	Speicher	Not present
Thompson	Aye	Tiller	Aye	Wever	Aye

The closing was approved.

The Board briefly discussed a possible change to the Board meeting date for May. Decided to keep the date as previously scheduled.

PUBLIC COMMENTS:

None

The next regular meeting of the Marysville Public Library Board of Trustees will be held at the Main location on **May 18, 2016 at 5:00pm.**

The meeting was adjourned by President, Mr. Chad Seeberg at 5:57 p.m.

Chad Seeberg, President

Rhonda Thompson, Secretary



**MINUTES OF
MARYSVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES**

May 18, 2016

The Marysville Public Library Board of Trustees met on May 18, 2016, at Marysville Main.
Attending: Chad Seeberg, Sue Irwin, David G. Speicher, and Anita Tiller
Staff: Nieca Nowels, Michael Schmenk, Jodi Kulka, and Marcia Warden and Patty O’Connor
Guests: Jan Dick

CALL TO ORDER

Chad Seeberg, President, called the meeting to order at 5:13 p.m.

SPECIAL ACKNOWLEDGEMENT

Patty O’Connor wanted to recognize Kate McCartney in front of the Board of Trustees for all of the hard work and dedication she demonstrated in securing a vendor and ensuring that we could provide the Summer Lunch Program again this summer.

MEET THE STAFF

Director Nowels introduced staff member Marcia Warden. Marcia spoke to the Board a bit about herself and her role at the library.

APPROVAL OF MINUTES – from April 20, 2016

Approval of last month’s minutes was postponed to verify if the quorum must include individuals present at the meeting for which the minutes pertain.

APPROVAL OF AGENDA

After a review of the agenda, President Seeberg asked for approval of the agenda.

Motion 27-16

David G. Speicher moved approval of the agenda as presented, seconded by Sue Irwin.

Irwin	Aye	Buckley	Not present	Speicher	Aye
Thompson	Not present	Tiller	Aye	Wever	Not Present

Agenda approved as presented.

FRIENDS OF THE LIBRARY UPDATE

Jan Dick reported on behalf of the Friends of the Library. The endowment is now approximately \$201,739. The membership committee is looking at ways to increase membership. Particularly they are looking at how to market and advertise, how to draw new members from area book clubs and how to increase the involvement of current Friends Members in their fundraising activities. The Friends will hold their annual meeting on September 18th at Lucasey’s, and will be honoring member Calvin Wood. They will also be hosting a used book sale at Festifair and the Covered Bridge Festival and will host a Scholastic book sale in conjunction with Summer Reading Program on May 31st, June 1st and 2nd.

FINANCIAL REPORT –Michael Schmenk, Fiscal Officer, presented the financial report. Discussion followed.

Motion 28-16

Sue Irwin moved approval of the report as presented, seconded by Anita Tiller.

Irwin	Aye	Buckley	Not present	Speicher	Aye
Thompson	Not present	Tiller	Aye	Wever	Not Present

The financial report was approved as presented.

DIRECTOR’S REPORT – Nieca Nowels

Director Nowels gave a brief review of the written report that was included in the monthly packet for the Board Members. She reported that the Summer Lunch Program is a GO! We will be providing lunches 5 days a week this summer in Partners Park with the support of LifeCare Alliance. In regards to the Strategic Plan Ms. Nowels noted that kid’s cards are still in the works, and Ashley and Kate continue to work on the details. We are going to implement a Reader’s Advisory on our Facebook page and are still looking at Reader's Advisory options for the new website.

COMMITTEE REPORTS –

Executive – Rebecca Wever (Chair), Rhonda Thompson, Robert Buckley

No meeting held.

Planning and External Relations – Rhonda Thompson (Chair), Sue Irwin, Anita Tiller –

No meeting held.

Operations – Robert Buckley (Chair), Rebecca Wever, David G, Speicher –

No meeting held.

OLD BUSINESS

Briefly discussed signage options for North end of the building. Will collect more information.

NEW BUSINESS –

No new business noted.

PUBLIC COMMENTS:

None

The next regular meeting of the Marysville Public Library Board of Trustees will be held at the Main location on **June 22, 2016 at 5:00pm.**

The meeting was adjourned by President, Mr. Chad Seeberg at 6:03 p.m.

Chad Seeberg, President

Rhonda Thompson, Secretary



**MINUTES OF
MARYSVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES**

June 22, 2016

The Marysville Public Library Board of Trustees met on June 22, 2016, at Marysville Main.
Attending: Robert Buckley, Chad Seeberg, Rhonda Thompson, Anita Tiller, Sue Irwin, Dave G. Speicher,
Staff: Nieca Nowels, Michael Schmenk, Jodi Kulka, Bethany Anderson, and Karen Robeson
Guests: Jan Dick

CALL TO ORDER

Chad Seeberg, President, called the meeting to order at 5:00 p.m.

MEET THE STAFF

Director Nowels introduced staff member Karen Robeson. Karen spoke to the Board a bit about herself and her role as Page at the library.

APPROVAL OF MINUTES – from April 20, 2016

President Seeberg asked if there were any corrections regarding the minutes of the April meeting.

Motion 29-16

Robert Buckley moved approval of the minutes as presented, seconded by Rhonda Thompson.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Not present

Minutes were approved as presented.

APPROVAL OF MINUTES – from May 18, 2016

President Seeberg asked if there were any corrections regarding the minutes of the last meeting.

Motion 30-16

Sue Irwin moved approval of the minutes as presented, seconded by David Speicher.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Not present

Minutes were approved as presented.

APPROVAL OF AGENDA

After a review of the agenda, President Seeberg asked for approval of the agenda.

Motion 31-16

Anita Tiller moved approval of the agenda as presented, seconded by Sue Irwin.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Not present

Agenda approved as presented.

FRIENDS OF THE LIBRARY UPDATE

Jan Dick updated the Board on behalf of the Friends of the Library. The endowment is now \$208, 747. The Friends held a Scholastic Book Fair the first 3 days of Summer Reading Program kickoff (May 31st, June 1st, and June 2nd). Sales totaled \$1,045.97 which means \$418 worth of Scholastic books were earned for the Youth Services division. Kate McCartney has about \$800 left to spend with Scholastic. The Friends of the Library do not meet for the summer.

FINANCIAL REPORT –Michael Schmenk, Fiscal Officer, presented the financial report. Discussion and questions followed.

Motion 32-16

Rhonda Thompson moved approval of the report as presented, seconded by Anita Tiller.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Not present

The financial report was approved as presented.

DIRECTOR’S REPORT – Nieca Nowels

Director Nowels gave a brief review of the written report that was included in the monthly packet for the Board Members. She reported that the SmartCards have been very successful during the soft roll-out period. We are donating computers and books to the Homework Help Center at the Hope Center and hope to be partnering with them in the future. Program evaluations have been completed, Friday Nights Uptown have gone well overall. Questions were answered regarding the PALS group and the Walk & Talk book club. The board briefly discussed the idea of making the library a smoke-free campus and resignations/staffing changes were discussed as well.

COMMITTEE REPORTS –

Executive – Rebecca Wever (Chair), Rhonda Thompson, Robert Buckley

The Executive Committee met to discuss the initial evaluation of Nieca Nowels, but decided that more information and data needed to be collected so they postponed the evaluation.

Planning and External Relations – Rhonda Thompson (Chair), Sue Irwin, Anita Tiller –
No meeting held.

Operations – Robert Buckley (Chair), Rebecca Wever, David G, Speicher –

The Operations Committee met and discussed several items. They discussed signage options for the North end of the building and plastic letters from UC Signs as a possible option. They discussed the need for new front doors at Raymond and are still actively looking for quotes. They discussed that the gutters on the library need replaced and trim work painted at that time. Current estimate is approximately \$4,400.

OLD BUSINESS

Briefly discussed recommendations of Operations Committee meeting. Discussed replacement of gutters.

Motion 33-16

Rhonda Thompson moved approval to proceed with replacement of gutters for quoted price, seconded by Sue Irwin.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Not present

The motion to replace gutters for quoted price was approved as presented.

Bethany Anderson presented updates and progress on new website. Discussion and questions followed.

NEW BUSINESS –

Discussed changing location of July meeting to Raymond branch.

Motion 34-16

Rhonda Thompson moved approval of changing location of July 20th meeting to Raymond branch, seconded by Robert Buckley.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Not present

The motion to change the meeting location was approved as presented.

Discussed changing and updating of Human Resources Manager job description.

Motion 35-16

Sue Irwin moved approval of the discussed updates to the job description, seconded by Anita Tiller.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Not present

The motion to change the job description for Human Resources Manager was approved with removal of Promotion Opportunities statement.

EXECUTIVE SESSION –

Discussed moving into Executive Session to discuss performance and compensation of library Director Nieca Nowels.

Motion 36-16

Anita Tiller moved to go into Executive Session at 6:44p.m., seconded by Sue Irwin. Roll call was taken.

Irwin	Present	Buckley	Present	Speicher	Present
Thompson	Present	Tiller	Present	Wever	Not present

The motion to go into Executive Session was approved as presented.

Returned from Executive Session at 7:12 p.m.

PUBLIC COMMENTS:

None

The next regular meeting of the Marysville Public Library Board of Trustees will be held at the Raymond location on **July 20, 2016 at 5:00pm.**

The meeting was adjourned by President, Mr. Chad Seeberg at 7:15 p.m.

Chad Seeberg, President

Rhonda Thompson, Secretary



**MINUTES OF
MARYSVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES**

July 20, 2016

The Marysville Public Library Board of Trustees met on July 20, 2016, at Raymond Branch.
Attending: Robert Buckley, Chad Seeberg, Rhonda Thompson, Anita Tiller, Sue Irwin, Dave Speicher, Rebecca Wever
Staff: Nieca Nowels, Michael Schmenk, Patty O’Connor, Emily Anderson
Guests: Virginia Watters

CALL TO ORDER

Chad Seeberg, President, called the meeting to order at 5:00 p.m.

MEET THE STAFF

Director Nowels introduced staff member Emily Anderson. Emily spoke to the Board a bit about herself and her role as Youth Services Assistant at the library.

APPROVAL OF MINUTES – from June 22, 2016

President Seeberg asked if there were any corrections regarding the minutes of the April meeting.

Motion 37-16

Rhonda Thompson moved approval of the minutes as presented, seconded by Dave Speicher.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

Minutes were approved as presented.

APPROVAL OF AGENDA

After a review of the agenda, President Seeberg asked for approval of the agenda.

Motion 38-16

Anita Tiller moved approval of the agenda as presented, seconded by Robert Buckley

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

Agenda approved as presented.

FRIENDS OF THE LIBRARY UPDATE

Director Nowels presented the Friends’ update in Jan Dick’s absence. The endowment is currently \$217,878. The Friends will be selling books at Festifair on Sept. 10 and at the Covered Bridge Festival on Sept. 24 & 25. Plans for the Friends Annual Meeting at Lucasey’s on September 18 are progressing very well. Bethany Anderson has been a great help in planning the meeting.

FINANCIAL REPORT –Michael Schmenk, Fiscal Officer, presented the financial report. Discussion and questions followed.

Motion 39-16

Sue Irwin moved approval of the report as presented, seconded by Rebecca Wever.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

The financial report was approved as presented.

DIRECTOR’S REPORT – Nieca Nowels

Director Nowels gave a brief review of the written report that was included in the monthly packet for the Board Members. The management team has been working on the policy review and updates. Memorial Hospital has said they will have speakers for senior wellness programs. Work on the website is progressing nicely. The summer lunch program is going well. Some leftovers are given to Salvation Army; Chad Seeberg suggested that Wings Enrichment Center might be another organization that leftovers could go to. Concern was expressed that members of the community may believe levy money is used to provide the lunches. Board members asked that it be made very clear with a public thank you that the lunch program is funded through grant money. The question was also asked whether the program could be expanded to the Raymond area. A new Circulation Clerk, Tristan Fortner started on July 18. The new Human Resources Manager is Cindy Crawford; she will begin on August 8. There seems to have been a spike in DVD thefts. Discussion followed with suggestions for better security

COMMITTEE REPORTS –

Executive – Rebecca Wever (Chair), Rhonda Thompson, Robert Buckley

Chad Seeburg and Rebecca Wever met with Director Nieca Nowels on July 12 to review her evaluation.

Planning and External Relations – Rhonda Thompson (Chair), Sue Irwin, Anita Tiller –

No meeting held.

Operations – Robert Buckley (Chair), Rebecca Wever, David G, Speicher –

No meeting held.

OLD BUSINESS

Signage on Building – Ron McGlone is preparing the paperwork for the city. The replacement of the gutters should be done by next meeting. The new website should be ready mid-fall.

NEW BUSINESS –

Director Nowels presented a proposed policy to make the library campus tobacco free along with the wording of the city’s guidelines. After discussion, it was suggested that the policy be adopted with section (b) from the city code added.

Motion 40-16

Sue Irwin moved approval of adoption of new Smoke and Tobacco Free Policy, seconded by Rhonda Thompson.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

The motion to adopt the new policy was approved as presented.

PUBLIC COMMENTS:

Virginia Watters stated that she was happy to see that we had purchased a signboard for the Raymond Branch, but disappointed that it is not used consistently. She does not like the name Reading Roundup for the quarterly adult book discussion and suggested that it be renamed Reading Roundtable. She also stated that the adult summer reading program is boring and needs to be changed.

The next regular meeting of the Marysville Public Library Board of Trustees will be held at the Main location on **August 17, 2016 at 5:00pm.**

The meeting was adjourned by President, Mr. Chad Seeberg at 6:12 p.m.

Chad Seeberg, President

Rhonda Thompson, Secretary



**MINUTES OF
MARYSVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES**

August 17, 2016

The Marysville Public Library Board of Trustees met on August 17, 2016.

Attending: Chad Seeberg, Rhonda Thompson, Anita Tiller, Sue Irwin, David G. Speicher, Rebecca Wever

Absent: Robert Buckley

Staff: Nieca Nowels, Michael Schmenk, Patty O'Connor, Cindy Crawford, and Jordan Kirian

Guests:

CALL TO ORDER

Chad Seeberg, President, called the meeting to order at 5:02 p.m.

MEET THE STAFF

Director Nowels introduced staff member Jordan Kirian. Jordan spoke to the Board a bit about himself and his role as Youth Services Assistant at the library. Jordan will be in charge of the Mini-Con to be held August 20, 2016.

APPROVAL OF MINUTES – from July 20, 2016

President Seeberg asked if there were any corrections regarding the minutes of the July meeting.

Motion 40-16

Rhonda Thompson moved approval of the minutes as presented, seconded by David G. Speicher.

Irwin	Aye	Buckley	Not Present	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

Minutes were approved as presented.

APPROVAL OF AGENDA

After a review of the agenda, President Seeberg asked for approval of the agenda.

Motion 41-16

Rebecca Wever moved approval of the agenda as amended, seconded by Anita Tiller.

Irwin	Aye	Buckley	Not Present	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

Agenda approved as amended.

FRIENDS OF THE LIBRARY UPDATE

No update.

FINANCIAL REPORT –Michael Schmenk, Fiscal Officer, presented the financial report.

Discussion and questions followed.

Motion 42-16

Sue Irwin moved approval of the report as presented, seconded by Rhonda Thompson.

Irwin	Aye	Buckley	Not Present	Speicher	Aye
-------	-----	---------	-------------	----------	-----

Thompson Aye Tiller Aye Wever Aye
The financial report was approved as presented.

DIRECTOR'S REPORT – Nieca Nowels

Director Nowels gave a brief review of the written report that was included in the monthly packet for the Board Members. Wireless printing from non- library devices is being tested now and should be available soon. Chad Seeberg suggested that there might be a U-Tube video that could show patrons how this works. Director Nowels reported that the hospital was not interested at this time in a direct delivery service for their employees. Director Nowels shared a mockup of the new library website. Proposed launch date is still October 2016. Picture day will be August 23, 2016. Photographer will be taking live shots of patrons and staff as well as staff pictures for the new website. Release forms will be required for photos to be on website.

COMMITTEE REPORTS –

Executive – Rebecca Wever (Chair), Rhonda Thompson, Robert Buckley -- No meeting held.

Planning and External Relations – Rhonda Thompson (Chair), Sue Irwin, Anita Tiller – No meeting held.

Operations – Robert Buckley (Chair), Rebecca Wever, David G, Speicher – No meeting held.

OLD BUSINESS

Signage on Building – Nieca Nowels and Ron McGlone attended Uptown Review Board meeting to present new signage request. New signage was granted by the Uptown Review Board. Bronze colored letters are being ordered.

NEW BUSINESS –

Trustee Search – Nieca Nowels distributed Application for Appointment to the Board of Trustees Marysville Public Library. Sue Irwin will be leaving her board position the end of this year. Search for new trustee will continue through September. Interviews for new trustee will be held in October.

Tuition reimbursement request – Nieca Nowels is gathering data from other similarly sized public libraries and will present findings in September meeting.

Discussion to move December meeting to December 14, 2016.

Motion 43-16

Anita Tiller moved that the December board meeting be moved to December 14, 2016 at 5p.m., seconded by Sue Irwin.

Irwin	Aye	Buckley	Not Present	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

The motion to move the December meeting was approved as presented.

Discussion to move October board meeting to October 17, 2016

Motion 44-16

Sue Irwin moved that the October board meeting be moved to October 17, 2016 at 5p.m., seconded by Rebecca Wever.

Irwin	Aye	Buckley	Not Present	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Aye

The motion to move the October meeting was approved as presented.

Staff Lounge – Nieca Nowels suggested that the current Staff Lounge be used as a smaller meeting room and also house the Veterans of Union County archive files. The former Youth Services space on the first floor could then be used as a Staff Lounge. The board does not want to house the Veterans of Union County archive files. Discussion of room use tabled until September meeting.

PUBLIC COMMENTS:

No public comments.

The next regular meeting of the Marysville Public Library Board of Trustees will be held at the Main location on **September 21, 2016 at 5:00pm.**

The meeting was adjourned by President, Mr. Chad Seeberg at 6:41 p.m.

Chad Seeberg, President

Rhonda Thompson, Secretary



**MINUTES OF
MARYSVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES**

September 21, 2016

The Marysville Public Library Board of Trustees met on September 21, 2016.

Attending: Chad Seeberg, Anita Tiller, David G. Speicher, Rebecca Wever

Absent: Robert Buckley, Rhonda Thompson, Sue Irwin

Staff: Nieca Nowels, Michael Schmenk, Cindy Crawford, Bethany Anderson and Jesse Neate

Guests: Jan Dick

CALL TO ORDER

Chad Seeberg, President, called the meeting to order at 5:00 p.m.

MEET THE STAFF

Director Nowels introduced staff member Jesse Neate. Jesse spoke to the Board a bit about himself and his role as a Page at the library. Jesse was a volunteer before he became an employee. Jesse is happy to have a future with MPL.

APPROVAL OF MINUTES – from August 17, 2016

President Seeberg asked if there were any corrections regarding the minutes of the August meeting.

Motion 46-16

Rebecca Wever moved approval of the minutes as presented, seconded by David G. Speicher.

Irwin	Not Present	Buckley	Not Present	Speicher	Aye
Thompson	Not Present	Tiller	Aye	Wever	Aye

Minutes were approved as presented.

APPROVAL OF AGENDA

After a review of the agenda, President Seeberg asked for approval of the agenda.

Motion 47-16

Anita Tiller moved approval of the agenda as amended, seconded by Rebecca Wever.

Irwin	Not Present	Buckley	Not Present	Speicher	Aye
Thompson	Not Present	Tiller	Aye	Wever	Aye

Agenda approved as presented.

WEBSITE UPDATE PRESENTATION

Bethany Anderson gave a timeline for the new website. Week of October 3, 2016 final edits will be made, week of October 10, 2016 testing will be done by staff, board, friends and select patrons, week of October 17, 2016 we hope to go live with the new website. The library will advertise the new website as time gets closer to its go live date. Great pictures of patrons in the library.

FRIENDS OF THE LIBRARY UPDATE

Jan Dick reported that the Friends of the Library’s Endowment is currently at \$233,370. The book sale at Festifair on September 10, 2016 was successful with just over \$300 collected. Annual celebration and meeting were successful, three new members will be joining the Friends of the Library board and three members will be resigning due to personal reasons. The Friends of the Library will be selling books at the Covered Bridge and Blue Grass Festival on September 24-25, 2016.

FINANCIAL REPORT –Michael Schmenk, Fiscal Officer, presented the financial report. Discussion and questions followed. The Board asked that going forward that Raymond expenses be tracked separately from Main expenses.

Motion 48-16

Rebecca Wever moved approval of the report as presented, seconded by Anita Tiller.

Irwin	Not Present	Buckley	Not Present	Speicher	Aye
Thompson	Not Present	Tiller	Aye	Wever	Aye

The financial report was approved as presented.

DIRECTOR’S REPORT – Nieca Nowels

Director Nowels gave a brief review of the written report that was included in the monthly packet for the Board Members. SenSource 2D people counters will be installed at Main, the counters at Main will be installed at Raymond. New Staff member Audra Thompson will begin in Patron Services October 4, 2016. Cleaning service has been doing a better job and has been very willing to work to better serve the library. Team Marysville came to the library to video children’s program to help advertise Marysville and the library. Consent forms were signed by all participants or their parent/guardian.

COMMITTEE REPORTS –

Executive – Rebecca Wever (Chair), Rhonda Thompson, Robert Buckley -- No meeting held.

Planning and External Relations – Rhonda Thompson (Chair), Sue Irwin, Anita Tiller – No meeting held.

Operations – Robert Buckley (Chair), Rebecca Wever, David G, Speicher, Chad Seeberg attended in Robert Buckley’s absence –Resolution of Certification was discussed.

Motion 49-16

David G. Speicher moved approval of the Resolution of Certification as presented, seconded by Anita Tiller

Irwin	Not Present	Buckley	Not Present	Speicher	Aye
Thompson	Not Present	Tiller	Aye	Wever	Aye

The Resolution of Certification was approved as presented.

Chad Seeberg also reported that the operations committee discussed outside lighting, handrails for the main stairwell and a mural to be painted in the stairwell.

OLD BUSINESS

Signage on Building – Letters have been ordered. Installation date yet to be determined. Letters will likely go up before the electric is installed.

Tuition Reimbursement – Discussed and amended.

Motion 50-16

Rebecca Wever moved approval of the Tuition Reimbursement as amended, the motion was seconded by David G. Speicher.

Irwin	Not Present	Buckley	Not Present	Speicher	Aye
Thompson	Not Present	Tiller	Aye	Wever	Aye

The Tuition Reimbursement was approved as amended, with Ashley Gahm’s application being an exception to the 60 day in advance directive.

TRUSTEE SEARCH – Director Nowels reported that there were currently two Board of Trustee applications.

NEW BUSINESS – No new business.

PUBLIC COMMENTS: Director Nowels reported that she had a patron express concern over the library’s program with LGBT individuals. This person was concerned because their children asked what LGBT meant and this had to be explained to the children. The library and the Board discussed this and appreciate and respect the comments made. The library and the Board stated that this program will continue to be welcome at the library and like all library programs will be publicized. Director Nowels also reported that she had received an email from a patron who wanted to express her pleasure with the transformation of the Raymond Branch of the library. The patron expressed that the entire library has been spruced up, deep-cleaned, instated with seasonal displays, grouped items to reflect a more intuitive logic and generally improved the flow of the library.

The next regular meeting of the Marysville Public Library Board of Trustees will be held at the Main location on **Monday October 17, 2016 at 5:00pm.**

The meeting was adjourned by President, Mr. Chad Seeberg at 6:35 p.m.

Rebecca Wever, Vice President

Rhonda Thompson, Secretary



**MINUTES OF
MARYSVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES**

October 17, 2016

The Marysville Public Library Board of Trustees met on October 17, 2016.

Attending: Anita Tiller, David G. Speicher, Rebecca Wever, Robert Buckley, Rhonda Thompson, Sue Irwin

Absent: Chad Seeberg

Staff: Nieca Nowels, Michael Schmenk, Cindy Crawford, Alice Mackey

Guests: Jan Dick

CALL TO ORDER

Rebecca Wever, Vice President, called the meeting to order at 5:00 p.m.

MEET THE STAFF

Director Nowels introduced staff member Alice Mackey. Alice is a Youth Services Reference Assistant. She works on programs such as Pre-school Storytime and is currently making Monsters for the MPL windows for the uptown Scarysville competition. Alice worked with Kate on the Summer Lunch program. She also put together Bear Hunt and Tiny Tuesdays. She is interested in Art Ed as it applies to children and teens. Alice has been accepted into the MILS program at Kent State University.

APPROVAL OF MINUTES – from October 13, 2016

Vice President Wever asked if there were any corrections regarding the minutes of the October 13 meeting.

Motion 51-16

Rhonda Thompson moved approval of the minutes, seconded by Robert Buckley.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Chair Responsibility

Minutes were approved as presented.

APPROVAL OF MINUTES – from September 21, 2016

Vice President Wever asked if there were any corrections regarding the minutes of the September meeting. The minutes were amended to include the correction of the names of who moved and seconded the motion that was incorrect

Motion 52-16

Anita Tiller moved approval of the minutes as amended, seconded by David G. Speicher.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Chair Responsibility

Minutes were approved as amended.

APPROVAL OF AGENDA

After a review of the agenda, Vice President Wever asked for approval of the agenda.

Motion 53-16

Anita Tiller moved approval of the agenda as presented, seconded by Rhonda Thompson.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Chair Responsibility

Agenda approved as presented.

FRIENDS OF THE LIBRARY UPDATE

Jan Dick reported that the Friends of the Library’s Endowment is currently at \$236,967, a 13% increase in the endowment since January 2016 after the endowment committee changed some investing strategies. Three new members of the Board, L Altizer, B Burns and C Mason. There were three opportunities to sell books in the last month. Friends sold books at the Covered Bridge Festival and raised \$252. Henry Cole allowed the Friends to sell his book and were apportioned a part of the proceeds.

FINANCIAL REPORT –Michael Schmenk, Fiscal Officer, presented the financial report. Mr. Schmenk reported that revenues are up and expenses are down with material spending trending up. Discussion and questions followed.

Motion 54-16

Robert Buckley moved approval of the report as presented, seconded by Sue Irwin.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Chair Responsibility

The financial report was approved as presented.

DIRECTOR’S REPORT – Nieca Nowels

Director Nowels gave a brief review of the written report that was included in the monthly packet for the Board Members. Strategic Plan, Staff Day and the Website were discussed.

COMMITTEE REPORTS –

Executive – Rebecca Wever (Chair), Rhonda Thompson, Robert Buckley -- No meeting held.

Planning and External Relations – Rhonda Thompson (Chair), Sue Irwin, Anita Tiller – No meeting held.

Operations – Robert Buckley (Chair), Rebecca Wever, David G, Speicher- No meeting held.

OLD BUSINESS

TRUSTEE UPDATE - Board discussed the two candidates for the Board position that will be needed to fill Sue Irwin’s unexpired position.

Motion 55-16

Rhonda Thompson moved approval of the recommendation of Perry Parsons to the Marysville Exempted Village School District Board for appointment to the Marysville Public Library Board, the motion was seconded by David G. Speicher.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Chair Responsibility

The recommendation of Perry Parsons to the Marysville Exempted Village School District Board for appointment to the Marysville Public Library Board was approved as presented.

POLICY MANUAL - The Board discussed the Policy Manual updated by The Director and Library Managers. The Board requested that the Policy Manual be brought back next month with the specific places that the changes were proposed.

RAYMOND DOORS – The Board discussed a motion to approve the bid from Goodwin Services with the alternate 1-4 upgrades, for a total of \$7,382. Board agreed further research on carpet tiles was needed before a decision on carpet could be made.

Motion 56-16

Rhonda Thompson moved approval of the bid from Goodwin Services alternate 1-4 upgrades for a total of \$7,382 the motion was seconded by David G. Speicher.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Aye	Tiller	Aye	Wever	Chair Responsibility

The motion to approve the bid from Goodwin Services was approved as presented.

NEW BUSINESS – Staff Salaries. The Director asked that the Board consider a motion to authorize a 3% pool raise for staff. Board asked that this number be put into the budget for next year.

PUBLIC COMMENTS: No public comments.

The next regular meeting of the Marysville Public Library Board of Trustees will be held at the Main location on **Wednesday, November 16, 2016 at 5:00pm.**

The meeting was adjourned by Vice President, Ms. Rebecca Wever at 6.38 pm.

Chad Seeberg, President

Rhonda Thompson, Secretary



**MINUTES OF
MARYSVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES**

November 16, 2016

The Marysville Public Library Board of Trustees met on November 16, 2016.

Attending: Sue Irwin, Chad Seeberg, David G. Speicher, Anita Tiller and Rebecca Wever

Absent: Robert Buckley and Rhonda Thompson

Staff: Nieca Nowels, Michael Schmenk, Cindy Crawford, Bethany Anderson and Chelsey Moore

Guests: Perry Parsons, Jan Dick and David Irish

CALL TO ORDER

Chad Seeberg, President, called the meeting to order at 5:04 p.m.

MEET THE STAFF

Director Nowels introduced staff member Chelsey Moore. Chelsey is a Circulation Clerk working in Patron Services. She is originally from Bellefontaine and studied Creative Writing at Ohio Northern University. Chelsey enjoys helping people and likes that her job entails something different every shift. Chelsey is coordinating the Library Staff “Adopt a Family” holiday program.

APPROVAL OF MINUTES – from October 17, 2016

President Seeberg asked if there were any corrections regarding the minutes of the October 17 meeting.

Motion 57-16

Rebecca Wever moved approval of the minutes, seconded by Anita Tiller.

Irwin	Aye	Buckley	Absent	Speicher	Aye
Thompson	Absent	Tiller	Aye	Wever	Aye

Minutes were approved as presented.

APPROVAL OF AGENDA

After a review of the agenda, President Seeberg asked for approval of the agenda.

Motion 58-16

Sue Irwin moved approval of the agenda as presented, seconded by Rebecca Wever.

Irwin	Aye	Buckley	Absent	Speicher	Aye
Thompson	Absent	Tiller	Aye	Wever	Aye

Agenda approved as presented.

FRIENDS OF THE LIBRARY UPDATE

Jan Dick reported that the Friends of the Library’s Endowment is currently \$240,348. Melissa Hackett is now in charge of Book Distribution. Membership to Friends of the Library is \$10/year, forms can be found at the Library.

David Irish reported on the upcoming Author Series. This will be the 12th annual Author Series hosted by the Friends of the Library. 2017 Author Series will include: Andrew Welsh-Huggins on February 21, Dr. Lorle Porter on March 21, Melissa Landers on April 11 and Julie Flanders on May 9.

FINANCIAL REPORT –Michael Schmenk, Fiscal Officer, presented the financial report. Mr. Schmenk reported that revenues are up, expenses and salaries are down with material spending trending at or above budget. Discussion and questions followed. Discussion included moving \$140K to the Building Fund from the General Fund.

President Seeburg asked if there was a motion to move \$140K to the Building Fund from the General Fund.

Motion 59-16

Sue Irwin moved that \$140K be moved to the Building Fund from the General Fund, seconded by David G. Speicher.

Irwin	Aye	Buckley	Absent	Speicher	Aye
Thompson	Absent	Tiller	Aye	Wever	Aye

Motion that \$140K be moved to the Building Fund from the General Fund approved.

Motion 60-16

Rebecca Wever moved approval of the report as presented, seconded by David G. Speicher.

Irwin	Aye	Buckley	Absent	Speicher	Aye
Thompson	Absent	Tiller	Aye	Wever	Aye

The financial report was approved as presented.

DIRECTOR’S REPORT – Nieca Nowels

Director Nowels gave a brief review of the written report that was included in the monthly packet for the Board Members. The Strategic Plan, Website and Staff Survey were discussed. The Library Halloween windows designed by Alice Mackey won First Place. Raymond doors are on order.

COMMITTEE REPORTS –

Executive – Rebecca Wever (Chair), Rhonda Thompson, Robert Buckley -- No meeting held. Next meeting December 12, 2016 at 5:30pm

Planning and External Relations – Rhonda Thompson (Chair), Sue Irwin, Anita Tiller – No meeting held. Next meeting December 12, 2016 at 6pm

Operations – Robert Buckley (Chair), Rebecca Wever, David G, Speicher- No meeting held. Next meeting December 12, 2016 at 5:30pm

OLD BUSINESS

TRUSTEE REAPPOINTMENT - Board discussed the recommendation of Chad Seeberg to Marysville Exempted Village School District Board for reappointment to the Marysville Public Library Board.

Motion 61-16

Sue Irwin moved approval of recommendation of Chad Seeberg to Marysville Exempted Village School District Board for reappointment to the Marysville Public Library Board, the motion was seconded by Anita Tiller.

Irwin	Aye	Buckley	Absent	Speicher	Aye
Thompson	Absent	Tiller	Aye	Wever	Aye

Motion of the recommendation of Chad Seeberg to Marysville Exempted Village School District Board for reappointment to the Marysville Public Library Board was approved

POLICY MANUAL – Push to December 2016 meeting.

NEW BUSINESS – PTO Accrual for all staff. Board asked that the actual cost be calculated and would revisit this issue at December Meeting.

Insurance information handed out, and will be discussed at the Operations Meeting in December. Rebecca Wever asked that Board members evaluate Director and Fiscal Officer on GoogleDocs. Ms. Wever will collect comments and send to Board members. Evaluations to be discussed in December Executive Committee meeting.

PUBLIC COMMENTS: Prospective new Board Member, (pending confirmation at November 17 School Board Meeting) Perry Parsons, was introduced and welcomed to the Board.

The next regular meeting of the Marysville Public Library Board of Trustees will be held at the Main location on **Wednesday, December 14, 2016 at 5:00pm.**

UPCOMING EVENTS:

- November 17 Marysville School Board meeting
- November 19 International Game Day program
- November 19 Social Saturday at Raymond
- November 22 Trivia at Boston's
- November 28 Uptown Christmas Walk and Tree Lighting
- December 10 "Merrysville" party

The meeting was adjourned by President, Mr. Chad Seeberg at 6.38 pm.

Chad Seeberg, President

Rhonda Thompson, Secretary



MINUTES OF
MARYSVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES

December 14, 2016

The Marysville Public Library Board of Trustees met on December 14, 2016.
Attending: Sue Irwin, Chad Seeberg, David G. Speicher, Anita Tiller, Robert Buckley and
Rebecca Wever
Absent: Rhonda Thompson
Staff: Nieca Nowels, Michael Schmenk, Cindy Crawford
Guests: Perry Parsons

CALL TO ORDER

Chad Seeberg, President, called the meeting to order at 5:03 p.m.

MEET THE STAFF

Director Nowels introduced staff member Mike Schmenk. Mike told the board a little bit about himself. Mike has been with the Library for 15 years.

APPROVAL OF MINUTES – from November 16, 2016

President Seeberg asked if there were any corrections regarding the minutes of the November 16 meeting.

Motion 62-16

Sue Irwin moved approval of the minutes, seconded by Rebecca Wever.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Absent	Tiller	Aye	Wever	Aye

Minutes were approved as presented.

MINUTES – from December 12, 2016

President Seeberg asked if there were any corrections regarding the minutes of the December 12 meeting.

Motion 63-16

Sue Irwin moved approval of the minutes, seconded by Anita Tiller.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Absent	Tiller	Aye	Wever	Aye

Minutes were approved as presented.

APPROVAL OF AGENDA

After a review of the agenda, President Seeberg asked for approval of the agenda. Agenda was amended to remove Executive Session and the Friends of the Library report and change January 2 changed to January 1, 2017 Library closed for New Year's Day.

Motion 64-16

Sue Irwin moved approval of the agenda as amended, seconded by Robert Buckley.

Irwin	Aye	Buckley	Aye	Speicher	Aye
Thompson	Absent	Tiller	Aye	Wever	Aye

Agenda approved as amended.

FRIENDS OF THE LIBRARY UPDATE – No update.

FINANCIAL REPORT –Michael Schmenk, Fiscal Officer, presented the financial report. Mr. Schmenk reported that MPL is still under budget for 2016.

President Seeberg asked if there were any corrections to the Financial Report for November 2016.

Motion 65-16

Sue Irwin moved approval of the Nov 2016 report as presented, seconded by Rebecca Wever.

Irwin	Aye	Buckley	Aye	Speicher	Aye
-------	-----	---------	-----	----------	-----

Thompson	Absent	Tiller	Aye	Wever	Aye
----------	--------	--------	-----	-------	-----

The financial report was approved as presented.

DIRECTOR'S REPORT – Nieca Nowels

Director Nowels gave a brief review of the written report that was included in the monthly packet for the Board Members. Play Aways were launched December 16 at Over Fifty Fridays. Website has gone live, mostly favorable feedback.

COMMITTEE REPORTS –

Executive – Rebecca Wever (Chair), Rhonda Thompson, Robert Buckley –Two staff members were given their evaluation. Rebecca Wever will streamline the evaluation process next year to make the evaluation tools more similar.

Planning and External Relations – Rhonda Thompson (Chair), Sue Irwin, Anita Tiller – Nothing to report

Operations – Robert Buckley (Chair), Rebecca Wever, David G, Speicher- Recommended security cameras to be bought on a rotation schedule.

OLD BUSINESS

Policy Manual – A few changes were made to the MPL Policy Manual. Photographs used by the Library require a signed consent form; the MPL Employee Handbook was removed and is a stand-alone document; information about tax forms was taken out of the Policy Manual, tax forms will still be available at the Library; procedures were taken out of the Policy Manual, mostly from Circulation as these belong in the Procedures Handbook; appendix D for Fees associated with copying and printing was added.

Board asked that a copy of changes to manuals be part of the minutes for future. Director Nowels will work on Procedures Handbook in 2017.

PTO for all Staff Members-This was discussed and it was decided by the Board that temporary positions, such as pages, will continue to not accumulate PTO.

NEW BUSINESS

APPROPRIATIONS BUDGET-Discussion of the temporary appropriations budget ensued. Questions were asked and answered.

President Seeberg asked if there were any corrections to temporary appropriations budget for 2017.

Motion 66-16

Robert Buckley moved approval of the Temporary Appropriations budget as presented, seconded by Anita Tiller.

Irwin Aye Buckley Aye Speicher Aye
Thompson Absent Tiller Aye Wever Aye

The Temporary Appropriations budget was approved as presented.

PUBLIC COMMENTS:

Thank you Sue Irwin for 12 years of service.

The next regular meeting of the Marysville Public Library Board of Trustees will be held at the Main location on **Wednesday, January 18, 2017 at 5:00pm.**

UPCOMING EVENTS:

December 17	Social Saturday- Holiday Party at Raymond
December 24-25	Closed for Christmas Eve and Christmas Day
December 27	Trivia at Boston's
December 30	Red Cross Blood Drive at the library
December 31	Noon Year's Eve party
January 1	Closed for New Year's Day

The meeting was adjourned by President, Mr. Chad Seeberg at 6.27 pm.

Chad Seeberg, President
Secretary

Rhonda Thompson,