

The Board of Trustees of the Schmaling Memorial Public Library met in regular session on Monday, December 21, 2015 at 5 p.m. The meeting was called to order by Teresa.

Members present were Nancy Countryman, Paula Ensinger, Teresa Ray and Tom Stange. Also present was Britni Hartman. Misty Fanderclai and Barb Knight were absent.

A motion was made by Tom to approve the minutes of the November 16, 2015 meeting. Paula seconded the motion. All ayes were heard and the minutes were approved.

A motion was made by Nancy to pay the bills, seconded by Tom. The motion carried with a 4-0 roll call vote.

LIBRARIAN'S REPORT

1. Britni submitted the RAILS LLSAP grant on December 14. The total amount of grant funds requested was \$11741.82.
2. Britni submitted the 2016 D.S. Flikkema grant on December 18 for adult books, children's books and young adult books. The total amount of the grant funds requested was the maximum of \$2500.00. SOS will apply for funds for eRead membership, large print books, a CD/DVD cleaner and storage cabinets for a total grant request of \$2456.00.
3. Britni will also apply for the Timken grant to restore windows. The deadline is February 1 with the committee meeting in March. We received another quote from Glass Heritage which included all the glass panes in the Children's Room. The total amount is \$19,681.00. Britni will contact some individuals/companies to get estimates on the interior work that needs to be done for the windows.
4. The Per Capita Grant deadline is January 15. The board and staff reviewed Chapter 5 of Serving Our Public and the Library's Edge Assessment as required for the Per Capita Grant. After going through the checklist, a plan will be developed to address the areas that need improvement.
5. The six Star Wars movies are being shown during Christmas break. The schedule is December 21-23 3:00-5:30 each day, Episodes I-III will be shown and December 28-30 3:00-5:30 each day, episodes IV-VI will be shown.
6. International Game Day was snowed out. Gwen played games with the children at story time the following Tuesday and open house games were offered on Wednesday. There were a few children each day. Britni would like to try this again next year.
7. We have a patron with materials amounting to \$196.60 that were due well over a year ago. The items were never returned, nor have they been paid for. The person was notified multiple times by phone and mail that the items were overdue and was also billed for the items multiple times. In late October, the person came in with an ID bearing a different name, applied for and received a new card. Now one item on the new card is overdue and is billable today. Tom Senneff was contacted as well as the police. A certified letter was sent, which was returned to the library, demanding the return and/or payment of all items under both names within 30 days. After the 30 days, we will be able to file a theft report with the police and file theft charges against the individual. Britni will pursue this after the first of the year.

8. Britni will also update the overdue procedures for overdues valued at or above \$50. We will still send a bill through regular mail at 28 days, as we do now. If the value of the item is \$50 or more and the materials still haven't been returned within ten days of the bill being sent, then a certified letter will be sent demanding the return of the items within 30 days. At the end of 30 days we can then contact the police.

BUILDING AND GROUNDS COMMITTEE

No report

FINANCE COMMITTEE

1. Nancy completed and submitted the Annual Financial Report on December 15.
2. Nancy was contacted by Pizza Ranch about our fundraising night. It will be September 12, 2016 from 5-8 p.m. We will receive all tips plus 10% of dine in and carry out. We will need 10-12 people to work 1 1/2 hour shifts.

LIBRARY COMMITTEE

No report

MISCELLANEOUS ITEMS

1. Teresa will be the new OMA officer. We will need a new FOIA officer. This will be discussed at our January meeting.
2. Staff is working on their Staff Holiday Lunch.
3. The Memorial Recognition for the past year is complete and has been sent to the Fulton Journal.
4. Teresa passed out the list of meeting dates for 2016. The next meeting is January 18, 2016 at 5:00 p.m.
5. Nancy made a motion to adjourn, seconded by Tom. Motion carried.

Respectfully submitted,

Nancy Countryman, Acting Secretary