

Prairie City Library Board Meeting Minutes

Jan. 5, 2107

Meeting called to order at 6 pm.

Members present: Linda Frazier, Ginny Dalton, Arnie Sohn, Sue Ponder

Minutes from meeting reviewed. Motion by Arnie and second by Ginny to approve the minutes. Motion carried.

Monthly stat report, annual revenue and expense account and most recent financial report for July thru Dec. 17 were reviewed.

The board would like to thank the city hall staff for providing these reports for the meeting, including the percentage of budgeted funds spent to date. The library board will expect this type of current information with the percentage spent information to be provided for all monthly meetings.

Sue reported that:

- Jenny Anderson has completed training and certification for Notary

- Sue will check on the computer expenses mentioned on the financial report to double check on accuracy and category and will also make sure that the recently received \$6000 grant money will be allowed to be carried over or moved to Trust account.

- Sue has finished her work for recertification

- Sue will be writing a Prairie Meadows grant to hopefully win funds for automatic door openers. She has received a new price quote.

- She has contacted PCM shop teacher asking about construction of shelves; no reply; will be contacting SEP if PCM does not reply or is not able to help

The board discussed 2017-18 budget needs. The board left intact all line item amounts from current budget except for these changes: Part time librarian raise to \$5000; Librarian's salary raise to \$29000; Add \$100 for Dues/membership category; Change office supplies to \$1300; Postage \$200. This is a total increase of \$1320 for a new total budget request of \$65650.

Board members were reminded of the area Trustee meeting planned for March.

Discussion was held regarding confusion on library hours for Saturdays that are holidays or Saturdays that fall between holidays. Sue will discuss this with city clerk/administrator and get back to the board with possible policy wording that can clear up confusion.

Feb. meeting date was set for Feb. 7 at 6 pm

Meeting adjourned at 6:55.

Submitted by Linda Frazier