

PRAIRIE CITY LIBRARY BOARD MEETING

JUNE 15, 2017

Members present: Linda Frazier, Ginny Dalton, Jennifer Ladehoff, Sue Ponder

Motion made by Ginny to approve minutes of May meeting. Second by Jen, motion carried.

Rev. and Expenses report reviewed along with monthly stats. Sue will check on the advertising line item to verify the reason that budgeted amount has been exceeded.

Summer reading program has started. More events planned. The Adult program has been well-received and Sue has found leads for future speakers/presenters.

Jen made motion to hire Ryan VanderKamp to do the electrical work needed to add power to newly installed handicap door openers. Second by Ginny. Motion carried.

Bids for carpet cleaning reviewed. Motion by Ginny to hire McChurch to deep clean carpet and strip and re wax (\$150 and \$225) Second by Jen. Motion carried.

New review form to use for library director annual evaluation was reviewed and adopted. The board will try to get together and complete the evaluation form before the next meeting. Two dates being considered for this: June 30 and July 5- any time from 6 pm on. We will finalize the date once we hear from Arnie Sohn.

Discussion was held regarding the need for a part time person to fill in when both Sue and Jenny Anderson are ill or unavailable. Discussion was also held regarding the outstanding work that Jenny Anderson has done and that her job title would more appropriately be Assistant Library Director. Motion by Jen and second by Ginny to make this change. Motion carried.

Hourly wages for both employees need to be set by the board for the new fiscal year. Based upon budget request and salary increases of other city employees, motion was made by Ginny to increase Sue Ponder's salary to \$18.72 per hour (4% raise like other city workers) and increase Jenny Anderson's hourly pay to \$12.00. Second by Jen. Motion carried.

Sue presented a job description for the part time substitute library assistant. Motion by Ginny and second by Jen to have Sue post this job opening and, when considering salary, to have \$9 per hour be a maximum starting salary. Motion carried.

Mary Ann from State library has set the date for the needs assessment community meeting to be Sept. 5 . Light meal at 5:30 followed by meeting 6-8. The board continued to add possible names of citizens to invite. Sue will start contacting them and invitations will be sent out at a later date.

July meeting date set as July 25 at 6 pm. Meeting adjourned at 7:35. Linda Frazier