

Womelsdorf Community Library Board of Trustees Minutes

December 15, 2009

Womelsdorf Community Library

Present: C.Edward; N.Hockstra; M.St John; M. Namiotka; H.Grimes; S. Feick; M. Motchenbacher; D. Kane.

M. Namiotka called the meeting to order at 7:00pm. The minutes from the November meeting were approved with a motion made by M St John and seconded by N Hoekstra.

Treasurer's Report:

- A motion to pass the Treasurer's Report, subject to audit, was made and passed.
- IRS billed \$1,380 for late taxes. N Hoekstra sent an appeal letter citing "auditor failed to act on our behalf, and an extension was not filed."
- Preparing for the 2009 audit, Neal will continue to add to Quickbooks (now completed through Oct. 2009)

Correspondence: No correspondence in past month reported

Friends Liason: No movie night in January, 2010

System Meeting Report:

- **Womelsdorf Community Library** recognized with four awards:
 - 1) Chet Hagan Memorial Public Relations Award for promoting library use and awareness- \$500 award to be sent increasing the Young Adult/Juv collection.
 - 2) Carolyn Edwards for Trustee of the year
 - 3) LJ's 5K Melissa Edwards Memorial Run – Fundraiser of the Year
 - 4) Wynne Herbine for Elected Official of the Year

Systems Jan 20th meeting to be attended by M Namiotka.

New Business:

- Reviewed and Accepted the Reference Policy and By-Laws. No changes made.
- Reviewed the employee hours and rates.
- Front desk register to be in place by 1/1/10 to calculate daily/weekly incoming cash (donations, fines, copies, etc...).
- Motion made by M St John, (2nd) Denise H to adopt 2010 budget.
- The following are listed as check-signers at Fulton Bank; Sharon Feick, Mary Namiotka, Neal Hoekstra, Carolyn Edwards, and Harriet Grimes.
- Mary St John announced her resignation effective immediately.

Keystone Grant:

Fund Raising Opportunity with the Harp ensemble that practices in the library.
possible concert on 3/21 (not discussed at meeting –continue Jan, 2010)

Librarian's Report:

- Computer tutoring available Monday 1-3pm
- November people count up 10% over 11/08, computer use up 6%.
- Motion made by M St John, (2nd) N. Hoekstra to accept holiday and library closure schedule. The following dates are; 1/18, 2/15, 4/3, 5/29, 5/31, 7/5, 9/4, 9/6, 11/25, and 12/25.
- Grant from ALA awarded . The "Great Stories Club" includes book discussions with teens from Bethany's home.
- Employee evaluations completed.

The meeting was adjourned at 8:20pm.

Submitted by: M. Namiotka