

**LIBRARY BOARD MEETING
MONDAY, April 28 2014, 6:30 P.M.
CITY COUNCIL CHAMBERS**

CALL TO ORDER:

The Regular Meeting of the Hazel Park Memorial (HPML) Board of Directors was called to order at 6:33 P.M. by Barbara Winter, President.

BOARD OF DIRECTORS PRESENT:

Barbara Winter, President
Tin Wright, Vice-President
Linda Zeiss, Secretary
Ed Bullock
Irene Zagar
Corrine Stocker, Library Director

Board member Sandra Pond was absent from the meeting and had an excused absence.

IN THE AUDIENCE: Shirl Howell, Brad Gurgul and Jeanne Markowski

CONVOCATION

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON AGENDA ITEMS: N/A

ADDITIONS TO AND APPROVAL OF THE AGENDA:

Addition to New Business: Approval of application of new group to use the Monroe Room
Addition to Old Business: Discuss replacement of library's HVAC system
Bullock made a motion to approve the agenda. Wright supported the motion. The motion was approved 5-0.

APPROVAL OF MINUTES:

Bullock made a motion to "receive and file" the minutes for the March 24, 2014 meeting; Zagar supported the motion. The motion was approved, 5-0.

DIRECTOR'S REPORT:

NOTE: A COMPLETE NARRATIVE OF THE DIRECTOR'S REPORT IS ATTACHED.

The Director placed the following monthly documents in each Board member's packet:

- CIRCULATION REPORT—MARCH, 2014
- MARCH 2014 PROGRAM STATISTICS
- APRIL INVOICES
- FINANCIAL STATEMENT FOR THE PERIOD ENDING 3/31/2014

Zagar motioned to “receive and file” the Directors Report. Bullock supported the motion
The motion carried, 5-0.

NEW BUSINESS:

- **Library Network Server**
Library Director Corrine Stocker reported that the library's network server is at least 11 years old and in urgent need of replacement; she recommended contracting TLN to buy and replace the equipment. Library Technician Jeanne Markowski spoke to the group about the advantages of contracting TLN for the job. She also answered questions posed by the Library Directors. Bullock made a motion to contract TLN to replace the system, with a \$9,000 cap on equipment costs. Zagar supported the motion. The motion carried, 5-0.
- **Library Elevator**
Library Director Corrine Stocker informed the group about a defective sensor on the rear door of the elevator that leads back to the staff work room. She had a quote from the library's current vendor, Otis, that seemed high. She is in the process of getting repair and maintenance quotes from the other vendors that service this area. Bullock made a motion to table the discussion until next month; Wright supported the motion. The motion carries, 5-0.
- **Use of Monroe Room**
The library received an application from Home & Community Recreation Therapy to hold a monthly book club for people with traumatic brain injuries in the Monroe room. Wright made a motion to approve the application; the motion was support by Bullock. The motion carried, 5-0.

OLD BUSINESS:

- **Fiscal Year 2014-2015 Budget**
Library Director Corrine Stocker presented the budget for the upcoming fiscal year to the group. She explained that the library can only spend what it is expected to bring in with revenue, which would amount to only around \$350,000. Historically, the library's annual revenue was closer to \$550,000—with \$350,000 spent on staffing. Next year, we will only have around \$125,000 to spend on staffing. Stocker explained that the library is expected to spend around \$400,000 this year, which she was able to achieve through 3 separate rounds of cutting staff hours, as well as cutting the book budget and most other expenditures. The only way to achieve another \$50,000 in savings would be to close on Monday and make further staff cuts. Stocker explained that closing on Mondays would also allow us to save money on utilities by dialing the heat or air conditioning back on Saturday evening through Tuesday morning. Bullock made a motion to pass Stocker's proposed budget; Zagar supported the motion. The motion carried, 5-0.
- **REVISION OF BYLAWS**

A committee was formed, comprised of Bullock, Zagar and Winter.

- **HVAC Replacement**

Bullock made a motion that we solicit and accept bids on this job through the end of June, then made a decision on who to hire; Wright supported the motion. The motion carried, 5-0.

COMMITTEE REPORTS: None

PLANNING: None

PUBLIC COMMENTS: N/A

BOARD MEMBERS' AND DIRECTOR'S COMMENTS:

Stocker : Felt that the meeting was a productive meeting of the minds.

Bullock: Expressed that the Board is in tune with each other and thanked Ms. Howell for her work.

Zagar: Thanked Zeiss for her contribution to painting the library's windows.

Zeiss: No comment

Winter: Apologized for missing the last two meetings.

Wright: Stated that it was a productive meeting.

ADJOURNMENT:

Winter motioned adjournment at 7:18 P.M. Zeiss supported the motion. The motion carried 5-0.