

## **Argyle Community Library Board Meeting Minutes December 10, 2015**

**Present:** Patti O'Handley, Kim Summers, Jennifer Fry, Dan Feasby, Marva Jackson, and LSB Rep-Steve Davis

**Absent:** Sandra Johnson, Erin Lambert, Dianne Feasby  
Volunteers present: Elaine Dare and Michelle Weller

**Welcome:** to the Board Members from Patti O'Handley at 9:05 am.

**Minutes from November's Meeting:** Motion to accept November's minutes by Dan Feasby and seconded by Marva Jackson. All in favor. Carried.

**Treasurer's Report/Petty Cash:** deferred.

**Report to the CEO:** November's library updates accepted.

### **Old Business from Minutes:**

**A. Volunteer schedule:** January 2016 library hours need volunteers to be signed up for. Let's sign up the first week asap!!  
New Volunteer signed up is Karen Wassink from Golden Valley, welcome!

**B. Wish List:** many thanks and appreciation to Dan Feasby for purchasing the speaker stand, microphone stand, microphone lapel headset. Dan is researching information on a new LED projector.  
Missing power cords for laptops. Replace the cords from Staples.

**C. Update to LSB:** no update.

**D. Orders for Approval for payment:** Chapters order of \$34.40 from a pre-ordered book from August. Chapters order for November's book requests and suggestions \$131.62 and December's book order \$371.77. Motion to approve payments to Chapters by Kim Summers and seconded by Marva Jackson. All in favor.

**E. Overdrive:** renewal is for the month of January to be invoiced for payment.

**F. School Christmas Basket:** thanks to all the volunteers and members who contributed to the basket which is now on display. Thanks to Marla Booth for displaying our basket for the school draws.

**G. Drop box status:** no update.

**H. Volunteer meeting update:** Kim Summers will plan quarterly meetings throughout the year to go over updates & procedures. Volunteers please attend.

**I. DVD System (in office):** Kim Summers, Michelle Weller and Jennifer Fry will work on placing the dvd's in jewel cases to be placed in office. Blank movie cases will stay out on the shelves.

**M. Any other old business:** none.

## New Business:

### **A. Volunteer Issues Protocol:**

- **Volunteer issues are to be emailed directly to Patti O'Handley** with concerns with overdues, patrons, equipment or any changes volunteers feel would benefit the library need to be sent to Patti and **copied to Steve Davis, LSB Rep.** Secondly, the email will be brought to the board members at meeting to be discussed if Patti decides that the issue needs the attention.
  - **Overdue materials** for community are addressed by Dianne Feasby. Overdue materials for school are addressed by Jennifer Fry. Community materials that are overdue that aren't being returned will be forwarded to Patti O'Handley. Patti will contact the patron about returning the overdues.
  - **Montly reminders are sent out.** No fines are enforced.
  - **New Equipment:** new laptops are for patrons use in library. No signing out new laptops. The tablet, laptop speaker, pa system, usb floppy disk, and dvd/cd drive are available in the locked cart for signing out by patrons.
  - **Equipment reminder:** checklist are in folders on top of filing cabinet for equipment to be checked over when patron signs out and signs in.
  - **Library Policies and Procedures:** a) policy states that volunteers and members have a confidentiality protocol to follow and sign.
- b) New procedures will be updated from our last volunteer meeting and board meeting, procedures will be updated and volunteers will need to sign the policies and procedures for 2016.
- c) Argyle staff, reminder to sign out materials and equipment. As a community library and school library, our statistics are extremely important when applying for grants for library.

**B. Any other new business:**

- **“How to get new people into the library?”** is a question to and concern to our members and volunteers. We already have a Facebook page for the community library and Debbie Russell shares information about library on the Argyle Community News and Information on Facebook.
- **Changes to Dvd's and Large Print completed by volunteers:** Large print books will be put back onto the shelf alphabetically by Author on the Fiction and Non-Fiction shelves for easy searching of book for patrons and volunteers. Dvd's that are Fitness will be catalogued as “Health and Wellness” and filed with the non-fiction section of DVD's. Kim Summers would like to motion for approval of this process for a new procedure. Dan Feasby seconds this motion. All in favor.
- **Labels on books:** there is a chart on the wall for different labels on books that make it easier for patrons and volunteers to find books by different themes, such as: Christian books, Agriculture, Large Print, Canadian Authors, Young Adult....and so on.

**NEXT MEETING will be scheduled on: January 15<sup>th</sup>, 2016 @ 9am**

**Please keep in mind that we need 5 members for an official meeting.**

**ADJOURNMENT:** Motion to adjourn meeting. Moved by Marva Jackson and seconded by Dan Feasby @11:30 am. All in favor. Carried.