

Minutes from the Regular Meeting  
Prairie Skies Public Library District  
Pleasant Plains Location  
January 12, 2010

The regular meeting was called to order at 6:35pm by President Paiva.

**Attendance:**

Trustees Present: Dareea Paiva, Wendell Walch, Victoria DeGroot, Lois Greene, Ryan Augustine

Trustees Absent: Cynthia Ingles, Johanna Betters

Staff Present: Kelly Greene, Clerk; Robin Krone, Administrator, Liz Heady, Librarian

Visitors: None

**Regular Agenda Items:**

Approve Previous Minutes: Minutes from the regular meeting held December 8, 2009 were reviewed. Motion to approve as amended by Greene, second by Walch  
Aye: 5 Nay: 0 Absent: 2

Financial Report: Prepared and presented by Kelly Greene. Financial report approved on a motion by Greene, seconded by Augustine, subject to audit results.

Submit Bills: Krone submitted bills totaling \$10,862.26. Motion to pay bills by Greene, second by DeGroot.

Aye: Paiva, Walch, DeGroot, Greene, Augustine

Nay: None

Absent: Betters, Ingles

Statistics: Robin Krone presented the statistics from December 2009 and the patron activity report was reviewed.

Administrators Report: Krone submitted her report of activities at the branches, upcoming events, and staff attendance at workshops.

- Robin gave a demonstration of the Alliance Digital Media Library that was launched in December allowing patrons to download audiobooks and ebooks for use in either ipods, Sony Readers, etc.
- We received notice from the Hartford IRA administrator that participants will be charged an annual fee of \$25.00 to their account. Matt Greer from West Central Bank will be reviewing this to see if the library can pay this fee direct vs. having the accounts charged.
- The automatic door was repaired at Plains, and the window at Ashland is still leaking and will need to be corrected. The Farmingdale Drop Box has been damaged either

by a snowplow or a car and is currently not usable. Following discussion, it was decided for Robin to obtain prices for a new drop box and for someone to install it and some concrete pillars around the unit.

- Robin discussed the next meeting for Building and Maintenance, in which John Shafer will attend. The date was set at January 18, 2010 at the Ashland Location 6:30pm.
- Robin discussed re-arranging the office space at Ashland, which will require Robin to move to another office at that location and may require the purchase of a desk for that office. Robin is to bring some pricing information to the next meeting.
- A discussion occurred regarding the lack of snow removal at each location. The parking lot in Plains is done by “elves”, but no sidewalk removal is in place. At Ashland, the sidewalks are done, but the alley is not done by the city. Victoria will check with the city employees to see what can be done.
- A new vacuum sweeper is needed in Plains. Robin will shop for prices on a new vacuum.
- Robin discussed the ISHRAB grant from the National Historical Publications and Records Commission, that is a matching grant from \$500 to \$5,000 in order to preserve historical materials owned by the library. The deadline for the grant submission is March 15. Robin recommended that the Funding and Grants Committee should meet to discuss this grant and the possibilities that the Historical Societies in each location could donate to the cause. Robin will get the finalized numbers together for a \$5,000 grant request and a \$2,500 grant request and also review the budget items for next year to see if there is room for additional spending in this area.

DeGroot left the meeting at 8:25pm.

#### Unfinished Business:

- The Administrative Ready Reference guide was discussed and the Board was required to review the information on the website for new law changes and to see that proper policies are in place. The Board members reported that the information has been reviewed.

#### New Business

None

#### Committee Meetings:

- Building/Maintenance – January 18, 2010, 6:30pm, Ashland
- Long Range/By-Laws – February 18, 2010, online 10:00am
- Materials/Technology – January 19, 2010, online 10-11,
  - o January 20, 2010 6pm, Plains
- Funding/Grants – January 27, 2010, Plains, 6pm

The Board entered Closed Session at 8:36 to discuss staff benefits with Greene, Walch, Augustine, and Paiva present.

The Board came out of Closed Session at 8:50pm.

On a motion by Greene, seconded by Augustine it was approved to reimburse the full time staff members for vacation hours taken on December 24<sup>th</sup> and December 31, 2009, approved 4-0.

Next board meeting, February 9, 2010, 6:30, Ashland location.

On a motion by Greene, seconded by Augustine, the meeting was adjourned at 8:54pm.

Respectfully submitted,

Kelly S. Greene