

Garrett Public Library
BOARD OF TRUSTEES MINUTES
October 8, 2019

I. The meeting of the Garrett Public Library Board of Trustees was called to order by President Todd Miller at 6:30 p.m. Others in attendance were Brian Best, Todd Custer, Amy Demske, Tonya Weaver, Tina Wooldridge and Executive Director, Nick Stephan.

II. Secretary's Report

With a motion by Amy Demske, second by Todd Miller, and vote taken, the minutes from the September, 2019 Board meeting were unanimously approved.

III. Financial Report

The Register of Claims and Financial Reports were reviewed and discussed. With a motion by Tonya Weaver, second by Tina Wooldridge, and vote taken, the Register of Claims was unanimously approved.

Director Stephan reviewed the Appropriations Report and highlighted categories of note.

IV. Director's Report

A. Executive Director, Nick Stephan, reviewed the monthly statistics report from September 2019. Overall, the total circulation is up 2.26% from the previous year. Director Stephan reviewed the programs as well. Program attendance is up 11.66% for the year. Discussion occurred around WiFi usage. Overall WiFi usage is down 26.99%. Speculations were made regarding the cause of this decrease in usage.

B. Executive Director, Nick Stephan, shared the September monthly staff reports. He began by reviewing his activities for the month. He continued by sharing the staff reports from other team members. Director Stephan praised the hard work of the library staff members.

C. President Todd Miller presented a resolution by the Garrett Public Library for the expenses for year ending December 31, 2020. The total adopted budget equals \$1,324,968 with an anticipated tax rate of 0.2459. With a motion by Todd Miller, second by Tina Wooldridge, and vote taken, the resolution was approved unanimously. Each board signed the Resolution for Appropriations and Tax Rates.

D. Executive Director, Nick Stephan, presented a draft of a proposed new salary schedule for the Garrett Public Library. Much discussion occurred regarding the salary schedule and possible options. Director Stephan will provide the Board with a resolution in November.

E. Executive Director Stephan presented a proposal for a Youth Services Librarian. Discussion occurred with a plan to provide a resolution at the November meeting.

F. Director Stephan shared the date for Goodnight Garrett. The Goodnight Garrett event will occur on March 7, 2020 until 6:00 pm.


- G. Director Stephan requested a collaboration with the Garrett Parks Department to show a movie following Fall Fest on October 26, 2019. The Board agreed that the Library will remain open until 6:00 pm on October 26, 2019.
- H. Director Stephan indicated the parking lot lighting will be installed by the end of the week of October 11 – 18, 2019.
- I. Director Stephan indicated the Library signs will be installed by the end of the current week, October 11, 2019.
- J. Director Stephan shared he will continue to work with the Garrett city planner to address concerns with the alley.
- K. Director Stephan presented a quote for Earthquake Coverage. The cost of the coverage would be \$983.00 annually. Director Stephan will reach out to other libraries to determine if this is an investment libraries are making.

V. Other Business

- A. Director Stephan reported we currently have a full Board and again welcomed Brian Best to the Board.
- B. Discussion occurred around a future meeting related to the Garrett Public Library taxing unit.

The meeting adjourned at 8:17 p.m.

The next regular board meeting will be November 12 , 2019 at 6:30 p.m.


Tonya Weaver, Secretary