

**NOTICE OF MEETING**  
**MARSHALL PUBLIC LIBRARY BOARD OF TRUSTEES**

The regular meeting of the Board will be held in the Minnie F. Howard Community Room on June 21, 2011, at 4:15 p.m.

The agenda for the meeting follows. The publication of the agenda is a guide to, and not a limitation on, activities of trustees.

**CONSENT AGENDA**

The following business items may be approved by one motion and a vote. If any one Member of the Board so desires, any matter listed can be moved to a separate agenda item.

- Minutes of the regular meeting of May 17, 2011
- Financial reports for May, 2011

**AGENDA**

- Long Range Plans
- Bylaws of the Marshall Public Library Board of Trustees
- Acceptable behavior policy

**ORDER OF BUSINESS**

- Call to order
- Consent Agenda
- Director's Report
- Supervisor's Reports
- Agenda Items
- Adjournment

**POSTED** May 6, 2011

**MINUTES OF THE REGULAR MEETING OF THE MARSHALL PUBLIC  
LIBRARY BOARD OF TRUSTEES**

June 21, 2011

Board Chairman Ann Smalley called the meeting to order at 4:19 p.m. Present were Trustees, Andy Guerra, Julian Gabiola, and David Martinez. Also present were Eric Sues, Director, Sue Van Der Horn, Associate Director, Kris Castro, Reference Supervisor, Gaila Butikofer, Reference Supervisor, Ann Mercaldo, Adult Services Supervisor, and Sheri Waite, Technical Services Supervisor.

**CONSENT AGENDA**

The consent agenda items, minutes and financial reports of the regular meeting of April 19, 2011 were reviewed. Andy Guerra moved and Julian Gabiola seconded the motion to approve the Consent Agenda as amended. The motion carried unanimously.

**DIRECTOR'S REPORT:**

- I have enclosed for your affirmation the Cell Phone Policy, as it contradicts our Acceptable Behavior Policy.
- Articles continue to appear in the ISJ. So far Kathryn (2), Anne, Greg, John and I have written articles.
- Carpeting in front of the children's program room and in the administrative offices has been replaced. We are scheduled to replace the surface behind the circ desk shortly.
- Several staff members attended the regional ILA conference on May 6<sup>th</sup> at the Junior/Senior High School on the Fort Hall Reservation. It was an excellent assembly and was co-organized by Gaila and her sister who did a stupendous job!
- I was not successful in being re-elected to ALA Council. With 1890 votes, I was only 28 votes shy of being elected. I'm still very much involved with ALA committee work, as I serve as a Director on the Intellectual Freedom Round Table's (IFRT) board, am Chair of the IFRT Publications Committee and am still serving on the Committee on Legislation's Subcommittee on Grassroots Advocacy.
- We have received the grant for the landscaping behind the library. I've turned in the information they needed (to accept the grant). It will be given to the Friends of the Library who will use it to pay for the work to be done.

- I participated in a phone conference for the Grassroots Advocacy Subcommittee of the Committee on Legislation of ALA.
- By meeting time I will have presented our budget to the City Council (Thursday 5/12). Our biggest priority will continue to be carpeting.

## **SUPERVISORS REPORTS:**

### **Reference:**

- ILA Conference finished well.
- Our Work Study student finished. We will be revising the way we do work study.
- Displays this month include holidays, and fiesta ware (dishes).
- Linda Weave Clark will be present a program called "Family Legacy Workshop"
- We received a written complaint from a patron about another individual at the library. This patron did not feel safe with the patron they were sitting next to while using the internet. Eric spoke with the individual, and they left the library.

### **Circulation:**

- Ann Mercaldo had her eye surgery and it went well.
- Greg Grasso will be taking over the radio talk show.

### **Technical Services**

- Bonnie is back to work after having extensive surgery.
- The Technical Services volunteer will not be in for the summer.

## Children's Services

- April was the month for First Grade visits to the library. More than 1,000 children came to hear stories and take a tour and check out books.
- May is the month when we prepare for the annual summer reading program. Much of the preparation comes in visiting all the individual classes to urge the children to participate and read during the summer.

## AGENDA

- The Cell Phone Policy was discussed. Andy Guerra motioned to affirm the current cell phone policy which will allow the director to work with the behavior policy. Julian Gabiola seconded.
- The Long Range Plan was brought to the table by Eric Suess, the Library Director. Eric would like to see a series of specific goals listed to enable donors to choose where their donation would be used.
- The Board directed Eric to put together a wish list of projects and a concept document for the next board meeting.

Meeting adjourned at 5:05 p.m.

Respectfully submitted,

Susan Van Der Horn  
Associate Director

Eric Suess  
Director's Report  
June 21, 2011

- I have enclosed for your consideration the Acceptable Behavior Policy with some suggested changes.
- I have enclosed my view on what a long range plan should look like.
- We continue to have articles appear in the ISJ.
- The area behind the Circulation desk will be carpeted on Saturday June 18<sup>th</sup> after hours, so that it may properly dry on Sunday.
- I will be attending the ALA annual conference in New Orleans from June 23-28. I will provide a report of my conference activities at the next Board meeting.
- Several staff members attended a meeting of the LCEI. A representative from Polaris was in attendance. He discussed the possibility of system migration from Sirsi/Dynix to Polaris. I have arranged to meet with him at the ALA conference to go into more detail. In addition, several staff members met with representatives of Sirsi/Dynix here in the Library to discuss their proposal for future systems. I will also spend some time with them at ALA.
- The landscaping behind the Library has begun. Curbs have been poured, and plants and decorative items will be in place shortly. The two drains along the back are a problem, in that they create somewhat of a waterfall effect. We are having a decorative boulder put beneath both drains, which should serve to disperse the water.
- The budget discussion for next fiscal year now includes \$20,000 for carpeting. Hopefully it will survive the process.
- I spoke to the Rotary Club on June 6<sup>th</sup>.
- The Transit Department is in the process of working to fix the lift in the bookmobile.