

**AUSTIN PUBLIC LIBRARY BOARD MEETING**  
**February 11, 2019; 4:15 p.m.**

Board Chair Julie Schramek called the regular meeting of the Austin Public Library Board to order at 4:15 p.m., on Monday, December 10, 2018, at the Austin Public Library.

**PRESENT:** Julie Schramek, Janet Anderson, Nathan Annis, Melissa Bonorden, Mariana Camarena, Jodi Krueger, Alex Mayfield, Stephanie Postma

**ALSO PRESENT:** Julie Clinefelter, Sara Steinhoff, Joyce Poshusta

**ABSENT:** Ojoye Akane

**AGENDA:**

Stephanie Postma moved to approve the agenda; Melissa Bonorden seconded. Motion carried.

**WELCOME NEW BOARD MEMBER:**

The board welcomed new member, Janet Anderson, and Joyce Poshusta, who will serve as the City Council liaison for 2019.

**MEETING DATE AND TIME:**

After brief discussion of the regular monthly meeting time for the library board, the members decided to leave the time and date as is.

**MINUTES:**

A motion was made by Nathan Annis, seconded by Jodi Krueger, to approve the December 10, 2018, meeting minutes as presented. Carried.

**EXPENSES AND FINANCE REPORTS:**

A motion was made by Melissa Bonorden, seconded by Janet Anderson to approve the November 2018 expenditures. Carried unanimously by roll-call vote.

A motion was made by Alex Mayfield, seconded by Nathan Annis to approve the December 2018 expenditures. Carried unanimously by roll-call vote.

Following review of the November and December finances and expenses, Director Clinefelter suggested the board review both January and February reports at the March board meeting, so future financials could be reviewed for the immediately preceding month, rather than with a one-month lag time. She noted the lag time is no longer needed to assure that all reports are finalized and available from the City's Finance Department. The board agreed.

**COMMITTEE REPORTS/MEETINGS:**

Board Chair Julie Schramek called for election of officers and appointment of committee members for 2019, as a quorum was not present to proceed with this at the January meeting.

Alex Mayfield was nominated to serve as board chair. A motion was made, by Janet Anderson and seconded by Mariana Camarena, to elect Alex Mayfield chair. Motion carried.

Melissa Bonorden was nominated to serve as vice chair. A motion was made by Stephanie Postma, seconded by Janet Anderson, to elect Melissa as vice chair. Motion carried.

Nathan Annis was nominated to continue in the office of treasurer. A motion was made by Alex Mayfield, seconded by Melissa Bonorden, to elect Nathan as treasurer. Motion carried.

Jodi Krueger was nominated to continue in the office of secretary. A motion was made by Melissa Bonorden, seconded by Alex Mayfield, to elect Jodi as secretary. Motion carried.

Newly-elected board chair Alex Mayfield took over in presiding over the meeting and appointed members to the standing committees as follows:

Finance Committee:	Nathan Annis (Chair), Alex Mayfield
Personnel Committee:	Alex Mayfield (Chair), Julie Schramek, Nathan Annis, Jodi Krueger, Ojoye Akane
Building & Grounds Committee:	Melissa Bonorden (Chair), Janet Anderson, Stephanie Postma

### **OPERATIONAL REPORT:**

Julie Clinefelter provided a written operational report to the board. She also presented information and sought board input and approval on the following items:

#### **Request for Approval of Carryover of Capital Improvement Project (CIP) Funds:**

Julie Clinefelter noted the library's CIP project for 2018 – replacing and updating exterior lighting – was not completed by the end of the year, as it was delayed to allow input and guidance from the City's new Facilities Manager, Brian Mason. Director Clinefelter requested permission to seek approval from City Council to carry over the \$30,000 allotted for this project into 2019.

A motion was made by Stephanie Postma, and seconded by Nathan Annis, to approve the request to City Council to carry over the \$30,000 of CIP funds for this project. Motion carried.

#### **Request for Use of Library Unexpended Budget Funds for Information Desk Project:**

Julie Clinefelter noted a need to move forward with the proposed restructure and replacement of the existing Information Desk station because of the upcoming 2019 CIP project to complete recarpeting the main area of the library, tentatively scheduled for April. Julie noted funds were available out of money that was budgeted for capital expenses (such as furniture) in previous years, but not exhausted. She advised the cost would be under \$10,000.

A motion was made by Melissa Bonorden, seconded by Jodi Krueger, to approve the request to utilize previously unexpended funds remaining from previous years for this project. Motion carried.

#### **Presentation of Cost Estimate for Completion of Carpeting Main Area:**

Julie Clinefelter advised the cost for completing the carpeting of the library's main area (which will cover the larger back portion of the library, not done in 2016) will total approximately \$75,500. She noted \$50,000 of this project will be paid for with funds included in the City CIP.

Janet Anderson moved to utilize interest money from the library's Walter Wienke Fund to pay for the \$25,500 balance of the carpeting project in 2019. Nathan Annis seconded, and the motion carried.

Stephanie Postma moved to accept the bid from Hiller Commercial Floors of Rochester, Minnesota, to complete the project. Melissa Bonorden seconded, and the motion carried.

#### **Review of Library Consulting's Proposal for Remodeling Library Areas:**

Julie Clinefelter provided a recap of the presentation by Library Consulting architect and project manager from their visit in January. She discussed the primary facets of the project:

- Restructuring the information desk station;
- Addition of a drive-up book return in the parking lot area;
- Remodel of indoor reading patio area to improve lighting, and to include two study rooms and a small conference room;
- Development of a dedicated Teen Space;
- Restructuring the circulation desk area to improve workflow and aesthetics, and
- Addition of a Project Room off the children's area on the west side of the building.

Julie noted the next step is to share the proposed ideas with partner groups, such as Friends of the Library, the Floral Club, and with City Council, which she will be doing in the coming weeks. She advised it is her hope these conversations will provide opportunities to gain additional input and support for the recommended projects, as well as to gauge how best to prioritize the tasks related and develop a funding plan.

**Presentation on Elimination of Late Fines on Juvenile Materials:**

Board members discussed information provided by Director Clinefelter on the anticipated impact of eliminating fines on juvenile materials, including a summary of the estimated loss of revenue of approximately \$2,000 per year, and the research paper, which noted libraries who eliminated fines consistently found the benefits of doing so far outweighed any loss of income from fines.

Melissa Bonorden move to amend the library's Fines and Fees Policies to exempt juvenile materials from late fines, effective May 1, 2019. Stephanie Postma seconded, and the motion carried. Director Clinefelter will present a communication plan for publicizing the new policy to the board as the effective date approaches.

**Programming & Grants**

Julie Clinefelter reported the "One Austin – Many Stories" programming is proceeding, and she has applied for \$20,000 in grant funding through SELCO. She also noted the Spanish-language book club has already begun meeting, and she will facilitate the first meeting of an inclusivity-focused book group for teachers at Southgate School in March.

**SELCO REPORT:** None.

**OTHER BUSINESS:** None.

**CITIZEN COMMENTS:** None.

**BOARD COMMENTS:**

Janet Anderson reminded board members the Matchbox Children's' Theatre production of Snow White is playing this week.

**ADJOURNMENT:** Julie Schramek moved to adjourn at 5:30 p.m., Jodi Krueger seconded. Motion carried.

Respectfully submitted,  
Sara Steinhoff, Recording Secretary

**NEXT BOARD MEETING - Monday, March 11, 2019, 4:15 p.m.**