

LIBRARY COMMISSION MINUTES
Special Meeting
March 22, 2016

1) **Call to Order:**

The meeting was called to order at 6:32 p.m. by Commission Chair Oliver.

2) **Roll Call**

Present: Commissioners L'Heureux, Raithel, Sessarego, Oliver.

Absent: Commissioner Calderwood, Hutto, Tripette.

3) **Minutes**

Commissioner Oliver moved to approve the January 19, 2016, Minutes as written.
Commissioner L'Heureux seconded the motion. Motion carried.

AYES:	Commissioners: L'Heureux, Raithel, , Oliver.
NOES:	Commissioners: None.
ABSENT:	Commissioners: Calderwood, Hutto, Tripette
ABSTAIN:	Commissioners: Sessarego

4) **Business from the Floor**

None.

5) **Reports and Presentations**

a. Monthly Statistics January 2016

Library Manager Easterwood reviewed the January 2016 statistics.

b. Monthly Statistics February 2016

Library Manager Easterwood reviewed the January 2016 statistics.

6) **New Business**

a. Library Parking

Library Manager Easterwood stated that the City Manager's Office is not in favor of designating any of the City's parking lots. A discussion by the Commission followed. The following ideas were discussed.

- Having a rolling cart available for bringing in materials.
- Have one designated parking spot for dropping off books.
- Provide a drive-through book drop.

7) Teen Liaison Report

Teen Liaisons Sejal Anuraji gave a brief overview of activities from Teen Tech Week, March 6 – 12, 2016.

8) Library Manager Report

Library Manager Easterwood reported on the following:

- New staff that has been hired.
- National Library Week, April 10 – 16, 2016, events planned.
- Barnes and Noble book fair fundraiser.
- Volunteer Appreciation Week, April 10 – 16, 2016.
- The Friends Book Sale, March 4, 5, and 6, 2016, sold \$300 more than March of 2015. A total of \$5,371.95.
- 3 D printing lab update.
- Einstein Café contract renewal.
- Grant updates.
- Donations from our new Dewey Donation Station.
- Update on Senior Librarian and Library Manager recruitments.
- The Needs Assessment is on hold until the Manager position is filled.

9) Commissioner Comments

Commissioner Oliver asked whether we follow-up with people who have taken one of our eReader sessions to see if they are checking out eBooks.

Library Manager Easterwood stated that we have not but we could ask for an email and ask if they would be willing to take a brief survey in about a month.

Commission Chair Raithel stated that he and Commissioner Oliver did meet with City Manager Palmer and he assured them that Library Manager Easterwood's background will be a good fit in her position of Interim Library Manager. He also assured them that a plan is in place for recruitment of a new Library Manager and Senior Librarian.

City Manager Palmer did say that they are still considering reopening the Norman R. Siefkin Library, not in the upcoming Fiscal Year but possibly in the future, he is well aware of how heavily used this library is.

Commission Chair Raithel stated that he and Library Manager Easterwood met concerning Community Service Day and that they did add the book cleaning project in. He asked that if any of the Commissioners had any ideas of any other project that would benefit the library to please let him know before the end of the month. You can submit proposals online on the new City Website or email Commission Chair Raithel and he will present them.

10) Adjournment

Meeting adjourned at 7:12 pm.

Janet Robinson
Senior Office Assistant