

COW MEETING NOTES

Monday, Jan. 6, 2020

Sue Anglehart, Jeff Bagniefski absent and excused.

Shanneon Grant, Cynthia Arauz, Lou Kalis, Loretta Kilmer, Alan Mask, and Elaine Petersen were also present.

- The group reviewed the bills as presented. Shanneon noted the Fowler & Hammer expense to create a partition wall between the Teen area and Main Hall to add more space for additional computers. She also noted postage spent to mail personal documents that a former employee left behind. Lou explained that the CCB Technology expense was for new servers. This was planned and is within budget (\$20,000 more to be spent in 2020). The Staples expense includes 4 dollies and 60 sled-based chairs to be used in the Creation Space and as needed for additional temporary seating. Gary moved to recommend approval of the December 2019 bills, with a second from Araysa. Motion carried.
- Loretta spent some time explaining how financials are compiled. There are three main “In-House” or “Special Funds” accounts including 1400 (copies and printing), 3400 (gifts), and 4400 (credit cards). Twice a year she moves credit card funds to City income. She then reviewed the reports showing where balances should match. She also explained how funds are received from Trust Point for G. Gordon, and that she signs every time confirming that funds will be spent according to terms of the bequest. She explained “Thousand Books Before Kindergarten”, where funds are directed toward programming for young children encouraging them to read. There was discussion about the flow of money and how the City side relates to the In-House side. Loretta asked for feedback and offered to make changes if needed, such as adding an In-House checking column to the City Operating Budget report (page 3). Loretta asked if the Board needed information in the last column on the Detail report which notes in which department the funds are being used. The Board felt it wasn’t necessary as it takes extra time and isn’t needed for other reports. Continuing Education was discussed. Loretta explained that each department has a budget for professional development and continuing education, which managers then track for Shanneon. Shanneon also holds back money in case of unplanned training opportunities. Loretta thought it might be helpful to have an additional report format for travel expenses, with a breakdown by conference or event. The Board would like to have more informational sessions such as this to continue learning about financials and the budget.
- The Library Board master calendar of work was reviewed and discussed. The timing of Shanneon’s review was noted. As she started in August, her annual review would be in August. However, this wouldn’t be timely with raises given in July of each year. There was a suggestion to move her review to May/June after her first year to align with other yearly staff reviews and raises.
- The Information Technology Resource Policy was reviewed, and it was again noted that this would be adopted to be more in-line with City policy. There was some confusion about item 4.3, which Lou will reword and update. No formal recommendations were made, the policy will be reviewed again at the Board meeting next week.