

Pleasant Hill Library Board of Trustees  
May 24, 2018 6:00 p.m.

**ROLL CALL:** President Michael Diver called the meeting to order at 6:00 p.m. Trustees Present: Janette Diamond, Michael Diver, Jill Duden, Steve Messer and Christine Ross. Absent: None. Also present: Library Director John Lerdal, and Council Liaison Ross Grooters.

**27-2018: APPROVAL OF THE AGENDA:** MESSER/DUDEN moved to approve the agenda. All ayes.

**28-2018: APPROVE MINUTES:** DIAMOND/ROSS moved to approve the minutes of the April 26, 2018 meeting. All ayes.

**29-2018: PUBLIC INPUT:** None

**30-2018: CONSENT AGENDA:** DUDEN/DIAMOND moved to approve bills from April 26, 2018 to May 24, 2018 in the amount of \$24,699.70, meeting dates of June 28, 2018 and July 26, 2018. Program supplies include summer program expenses and new library cards. Computer Resources include installation of new equipment as well as issues that arise. All ayes.

**NEW BUSINESS:**

**31-2018:** Update on Director's Yearly Goals – The goals are included in the packet. Books are being taken to the Shores, and story times have been increased. Library space is being covered by the plans for renovations within the Library. Marketing is improved with the semi-annual community guide; the monthly newsletter is being done again and Facebook usage is being increased. Materials – looking at weeding and condition of items in circulation and if they need to be replaced or if new materials are needed. Series is another item that is being reviewed and new series being purchased. It has been a good year and expect increase in circulation with the renovation.

**32-2018:** Director's Evaluation Form – The summary of how goals have been met the past year will help with completing evaluation form. Please e-mail completed form to President Diver and the results will be discussed at the June 28, 2018 meeting. Please have them to President Diver no later than June 21.

**33-2018:** Library Budget – The current fiscal year budget 83% of the budget has been spent through April 1. Approximately \$58,000 remains this fiscal year. The renovation estimate is \$96,000; CIP budget is \$100,000 for this fiscal year. Additional shelving and constructing DVD shelving and moving expenses is \$32,000. Director Lerdal would like to pay the \$32,000 LFI International invoice from this year's budget which still leaves approximately \$8,000-9,000 for bills to be paid in June. It is anticipated that the furniture expense may increase. Discussion followed regarding purchase of carpeting and painting and moving of circulation. DUDEN/DIAMOND moved to paying the LFI invoice this fiscal year. All ayes.

Last year the city conducted a study of salaries and a matrix was developed for full-time employees. Concern was raised looking at part-time salaries and those increases were the cost of living. City Clerk Dena Spooner has developed a salary matrix for part-time employees in the City Clerk's Office, Library and Public Works. Director Lerdal distributed the proposed matrix beginning July 1, 2018. The matrix shows what the salary would be with the 3% increase and the step that meets/exceeds the 3% increase amount. The Library increase would be approximately 8% in the part-time salary line item. The part-time budget is figured on each person working every scheduled day each week of the year, that is not usually the case based on vacations, sick time, vacancies, etc. which usually leaves a balance at the end of the fiscal year. Overall the matrix allows for a 3% increase yearly and steps as outlined. DIAMOND/DUDEN moved to approve the salary matrix for part-time employees. All ayes.

**34-2018:** Library Shelver Position – Four interviews were conducted by Marjorie Best-Peterson and Director Lerdal. DUDEN/ROSS moved to hire Andrew Holm to fill the shelver position at \$9.00 per hour. All ayes.

**OLD BUSINESS:**

a. Library Space Renovation – Plans are proceeding forward. Bid opening will be June 21, 2018 which includes carpeting and painting. Carpet and paint samples are available to look at tonight. The carpet is strips that can be replaced if needed. The majority of the carpet will be a lighter gray with a darker design with a darker more durable carpet at the entry. Discussion followed regarding paint colors and décor for the various areas of the Library, i.e.: teen area, children’s area, etc.

b. Sunday Library Hours – The new hours began May 6, 2018. The Library is now open until 5:00 p.m. on Sundays. 4 people came in last Sunday during the extra hour the library is open.

c. Item Checkout Periods – The new three-week check out period began May 15, 2018. A number of patrons have had positive comments.

d. Library Card Drive – The card drive began May 15, 2018. New patrons will be signed up for drawings for grand prizes. Coupons from Over the Top for free ice cream cones have been purchased at a discounted rate.

e. Kanopy – Director Lerdal is working with Candace Bell to help publicize the new program. The usage should pick up as more people become aware of this new service.

**LIBRARY DIRECTOR’S REPORT:**

A wide variety of programs will take place in conjunction with the Summer Reading Program. Sign up begins June 1, 2018.

Visits are being made to both Four Mile and Pleasant Hill Elementary schools to tell the students about the Summer Reading Program.

The Library will be closed Sunday and Monday, May 27 and 28, for Memorial Day.

**AGENDA ITEMS FOR NEXT MEETING:**

- a. Director’s Evaluation
- b. Director’s Goals
- c. Space Renovation
- d. Budget
- e. Card Drive

**TRUSTEES’ COMMENTS:**

- a. Jan Diamond – Nothing
- b. Michael Diver – Nothing
- c. Jill Duden – Nothing
- d. Steve Messer – Applied for reappointment. Glad to be serving.
- e. Christine Ross – Nothing

**ADJOURNMENT:**

DIAMOND/ROSS moved to adjourn. All ayes. Meeting adjourned at 7:52 p.m.

Cindy Konrad  
Recording Secretary