

Pleasant Hill Library Board of Trustees  
July 26, 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, City Manager Ben Champ, and Council Liaison Ross Grooters.

**OATH OF OFFICE:** President Diver administered Oath of Office to Jill Duden and Stephen Messer. Congratulations on reappointment.

**ELECTION OF OFFICERS:** DUDEN/ROSS moved to appoint Michael Diver as President. DIAMOND/ROSS moved to appoint Jill Duden as Vice President. DUDEN/ROSS moved to appoint Janette Diamond as Secretary. All ayes on all motions.

**42-2018: APPROVAL OF THE AGENDA:** DIAMOND/DUDEN moved to approve the agenda. All ayes.

**43-2018: APPROVE MINUTES:** DIAMOND/ROSS moved to approve the minutes of the June 28, 2018 meeting. All ayes.

**44-2018: PUBLIC INPUT:** None.

**45-2018: CONSENT AGENDA:** DIAMOND/DUDEN moved to approve bills from June 28, 2018 to July 26, 2018 in the amount of \$18,518.38, meeting dates of August 23, 2018 and September 27, 2018. The A+ service call was for an alarm that did not work correctly requiring a service call. Innovative is the yearly circulation system. The State Library costs are for Bridges/e-book access and database access. All ayes.

**NEW BUSINESS:**

**46-2018: August Library Board Meeting** – The August 23, 2018 meeting will be held in the conference room in City Hall. Depending on the progress of renovations, the Board may take a tour.

**47-2018: Set Holidays for FY 18/19** – The holidays are straightforward this year. Christmas holiday will be December 24 and 25, same as the city holiday. The Library will close at 4:00 p.m. on New Year's Eve and closed on New Year's Day. Labor Day holiday will be closed on Sunday and Monday; Veteran's Day will be observed on the 11<sup>th</sup> (Sunday). DIAMOND/MESSER moved to approve the holiday schedule for Fiscal Year 18/19. All ayes.

**48-2018: City Council/Friends Schedule** – The August and September meeting dates have changed. Those meetings will be on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month.

**OLD BUSINESS:**

a. Library Space Renovation – A pre-construction meeting was held on July 25, 2018. Return dates for books will be no sooner than September 4, 2018. Drop box will be checked frequently during construction. August 1 is the deadline for inter-library loans. All groups that were scheduled to use the meeting and program rooms were notified of the closure and the need to make other arrangements. The contractor for the flooring is Ideal and Wes Jarnagin will be the painter. Public Works staff will start on August 13 removing carpet; Jones Library will start the same day moving shelves and circulation items. The first phase (includes office and tower area) is anticipated to be completed August 23 and 24 and the second phase will start immediately after that. We are currently two weeks before construction and staff have been sorting, boxing and disposing of items. It has been determined that no programs will be held during construction, but staff will work on future programs and scheduling. Director Lerdal will have use of an office in City Hall. Signs have been posted in the Library as well as notices on Facebook to notify patrons of the closing. The scheduled reopening is September 4 with that week being an amnesty week

for returns. Director Lerdal plans to be in the Library as much as possible during construction and installation of shelving/furniture, etc. It is anticipated that a ribbon cutting ceremony will be held mid-September. It is anticipated staff will be brought in on August 31 prior to opening.

b. Director's Goals – The first goal, be actively involved in the renovation, etc. has been added in the last couple of weeks. Doing well on meeting goals.

**LIBRARY DIRECTOR'S REPORT:**

The Friends and Library participated in the Family Funfest parade this year. It was a great parade and everyone seemed to enjoy it.

The Friends membership drive will be held in September.

Staff members are working with Candace Bell to submit information for the Community Guide for the period September through March.

The presentation at the Chamber breakfast went well.

Director Lerdal is profiled in the upcoming Pleasant Hill Living magazine.

**AGENDA ITEMS FOR NEXT MEETING:**

- a. Renovation
- b. Ribbon cutting
- c. Fall programs
- d. STEM – review for coming year

**TRUSTEES' COMMENTS:**

- a. Jan Diamond – Looking forward to September and renovation
- b. Michael Diver – Excited about the renovations
- c. Jill Duden – Nothing
- d. Steve Messer – Unable to attend Friend's meetings at 2:00 p.m. Janette Diamond will cover.
- e. Christine Ross – Nothing

**ADJOURNMENT:**

DUDEN/MESSER moved to adjourn. All ayes. Meeting adjourned at 6:34 p.m.

Cindy Konrad  
Recording Secretary