

AUSTIN PUBLIC LIBRARY BOARD MEETING
December 12, 2016; 4:15 p.m.

Chair Julie Schramek called the regular meeting of the Austin Public Library Board to order at 4:15 p.m., on Monday, December 12, 2016, at the Austin Public Library.

PRESENT: Julie Schramek, Sally Baker, Melissa Bonorden, Barry Irish, Jodi Krueger, Alex Mayfield, Kristen Olson, Xiuhong Zhai

ALSO PRESENT: Ann Hokanson, Sara Steinhoff, Craig Clark

ABSENT: Nathan Annis

AGENDA:

Sally Baker moved to approve the agenda as presented; Jodi Krueger seconded. Carried.

MINUTES:

A motion was made by Sally Baker, seconded by Kristen Olson, to approve the November 14, 2016, minutes as presented. Carried.

BILLS:

Ann Hokanson advised Tom Dankert, Administrative Services Director for the City of Austin, had originally planned to attend the meeting and review the format and content of the monthly financial reports for the board, but was unable to be present due to a death in the family. He will attend a future meeting to review this information. Ann advised Tom noted the preliminary end-of-year financials look as expected and it appears most items are on target with the budget.

Sally Baker inquired as to whether the money recovered by use of Unique Management Systems for collecting outstanding debts was sufficient to cover the costs of the service. Ann Hokanson explained the repayments generated do cover the costs of collection and also provide some additional revenue, but the bigger value is gained in the number of lost materials that are returned after prompting by the letter patrons receive from Unique. Ann also noted the service specializes in working with libraries and patron accounts, so it operates differently than a standard debt-collection company.

A motion was made by Barry Irish, seconded by Alex Mayfield, to approve the October 2016 expenditures. Carried unanimously by roll-call vote.

In preparation for her departure as library director, Ann Hokanson advised the City has requested the board president sign off on invoices and timesheets until an interim director is in place. Julie Schramek agreed to do so.

DEMONSTRATION OF NEW EQUIPMENT:

Librarian Jake Fejedelem provided a demonstration of a new website feature, Stack Map, which allows patrons to see the location of an item they are seeking on a map of the library. He also provided a demonstration of the new microfilm reader, which was purchased with funds donated by the Friends of the Library.

POLICY REVIEW/REVISIONS:

Checkout Policy

Ann Hokanson advised no proposed changes for the Checkout Policy.

Barry Irish moved to approve the policy as presented; Melissa Bonorden seconded. Motion carried.

2017 Policy Review Schedule

The board noted the schedule for review of library policies for 2017.

UPDATE ON LIBRARY DIRECTOR POSITION:

Craig Clark, City Administrator, provided an update on the plan for replacing Ann Hokanson following her departure for a new job on December 14. He advised the City had approached one candidate to be appointed as interim director, but the offer was declined, so the position of interim director would be posted immediately (with a short deadline for applicants), and work will continue on the job description revisions and posting information for the long-term director position.

Craig further noted Ann has worked with library staff members to put a plan in place for library operations until the interim director is appointed. He also clarified the interim director will be eligible for consideration as a candidate for the permanent director vacancy.

Ann Hokanson explained all immediate duties have been divided among the staff. Also, she advised the librarians will meet weekly and full staff will meet twice per month to review operations and make sure all necessary tasks and duties are covered. She anticipates this temporary coverage plan will be effective for at least six weeks, if necessary.

Julie Schramek asked what the next steps will be. Craig Clark advised he would contact Julie when applications have been received for the interim position to obtain board input.

DIRECTOR'S REPORT:

Ann Hokanson presented board members with a written report of library events, staff activities, and other updates from the previous month.

Staffing

Ann Hokanson noted one of the library's page/clerk staff will be on medical leave for several weeks, but she anticipates hiring two additional page/clerk staff to replace employees who had left recently. In addition, she advised Edgar Garcia, who started in November as a part-time library assistant, is a good addition to the staff and is doing well in his training.

SELCO REPORT: Sally Baker advised the organization is moving forward in its search for a replacement for their director, who will retire in March 2017.

NOVEMBER 2016 GIFTS REPORT:

Barry Irish moved to approve the November 2016 gifts; Alex Mayfield seconded. Motion carried.

OTHER BUSINESS: None.

CITIZEN COMMENTS: None.

BOARD COMMENTS: None.

ADJOURNMENT:

Motion to adjourn made by Barry Irish at 5:05 p.m., Alex Mayfield seconded. Carried.

Respectfully submitted,
Sara Steinhoff, Recording Secretary

NEXT BOARD MEETING
Monday, January 9, 2017, 4:15 p.m.