**Donald W. Reynolds Community Center & Library**

**Quarterly Board Meeting**

**Wednesday, June 12, 2019**

**Minutes**

The board members of the Donald W. Reynolds Community Center & Library met on Wednesday, June 12, 2019, in the break room of the public library.

1. **Board Members Present:** Carolyn Mabry, Joe Littlejohn, Marion Hill, Paul Buntz

Robbee Tonubbee, Library Director, also attended the meeting.

The meeting was called to order at 3:00 pm.

1. **Reading and Approval of Minutes:** Marion Hill made a motion to approve the minutes from the previous meeting. Carolyn Mabry seconded the motion. All members agreed, and the motion was passed.
2. **Report from City Manager:**
	1. Greg Buckley, the assistant city manager, is leaving in July. Tim Rundel, the city manager, is leaving in December and has chosen not to request to have his contract with the city renewed. The hope is to find a replacement in the next few months so Tim can help the new city manager transition into the position.
	2. The city budget passed without any problems. A highlight for the library is receiving a landscaping budget for the first time.
	3. The compensation and classification study for the city is still in progress.
3. **Report from Librarian:**
	1. Robbee Tonubbee shared that the HVAC system requires a massive repair. The entire system basically needs to be redone because the previous installation has major issues. The cost of the work is $119,000, and the money for the work will come from the library’s maintenance reserve. Ferris Electric is doing the work. A key selling point of the new system will be the ability to control the heat and air through a computer or phone app. Robbee hopes the repairs will be completed by the end of July.
	2. The city’s approved budget includes the addition of a landscaping budget for the library for the first time ever. The library also has a new mowing contract.
	3. Jeremy Todd, Program Director, will be leaving at the end of July, and will work part-time through the end of the Summer Reading Program. Robbee has already hired someone new, Ashley Kyle. The plan is to have Robert Damron handle more of the children’s programming while Ashley will focus more on adult programming. Ashley’s work will include outreach about the HISET test, tutoring, and the literacy program. Ashley will especially need to focus on recruiting tutors for the different programs and getting them the computer-based training necessary for them to participate in the program. Robbee mentioned a hope to offer family focused health programs as well. There was also discussion about assisting people in attaining citizenship status and reaching out to the Hispanic community.
	4. Robbee also shared that she will be going to a meeting in Washington, DC, in regard to the Thinking Money for Kids grant. The exhibit will come to the library in March 2021 instead of the Fall 2021 date that was proposed before. The exhibit is expected to run for four to five weeks.
4. **Report from the Friends of the Library (FOL):**
	1. Carolyn Mabry shared that the Summer Reading Program has started. She says it is going well, and there were over 100 kids participating in the first day of the program, including 10 or 12 teens.
	2. Carolyn also noted that the Friends have received a very generous number of book donations, and there should be a great selection at the October book sale this year, including many biographies and nonfiction books withdrawn from the library’s collection. Robbee added that she has been working with Matt Mina to allow him to sell books from donations and withdrawals on Amazon that would probably not sell here. Matt gives a quarter of the profits to the Friends, and he has been able to sell the books for much higher prices than they would sell for at the library.
	3. Marion Hill mentioned that the planned Mother’s Day Tea did not make. There was discussion about why this might have happened, including timing and the cost of the tickets.
5. **Old Business:** There was brief discussion about the annual Murder Mystery going well. Trivia Night was also mentioned; it went fairly well and six or eight teams participated.
6. **New Business:** There was discussion about the definition of “loitering” and whether it was a problem at the library. The general consensus was that enacting any specific rules about loitering was unnecessary at this time because the policies accomplish very little at other libraries. Instead, it was agreed it would be better to have a list of “patron expectations” available and to address specific instances as any potential problems arose.
7. **Adjournment:** Paul Buntz needed to leave, so all members agreed to adjourn. The meeting adjourned at 3:52 pm.