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

**Quarterly Board Meeting**

**March 20, 2019**

**Minutes**

The board members of the Donald W. Reynolds Community Center & Library met on Wednesday, March 20, 2019, in the conference room of the public library.

1. **Board Members Present:** Dennis Garrett, Marion Hill, Joe Littlejohn, Carolyn Mabry, Jenny Sanchez

Robbee Tonubbee, Library Director, also attended the meeting.

Robbee Tonubbee called the meeting to order at 3:00 pm.

1. **Reading and Approval of Minutes:** Robbee Tonubbee made a motion to approve the minutes from the previous meeting. Jenny Sanchez and Marion Hill seconded the motion. All members agreed, and the motion was passed.
2. **Report from City Manager:**
   1. Robbee Tonubbee shared that the City is starting a compensation and classification study across all City departments. The purpose of this study is to ensure job descriptions are accurate and pay is competitive. The City wants people to make the City their career, not just their job. Although some places may pay a little more for similar positions currently, the City offers excellent benefits such as longevity pay, birthday and Christmas checks, payment of health insurance for city employees, and matching 401K.
   2. The library held a forum for city council candidates was held earlier in March in the library’s black box theater. Three city council spots are up for vote in this election. This led to discussion of a need for upgrades or a possible replacement in the theater of amenities that would make such events easier to hold, such as improvements to sound, cameras, and the addition of more microphones. Ceiling fans could also make the room more comfortable when it is accommodating larger groups.
   3. Budgets are being submitted by all City departments for the upcoming fiscal year. Robbee’s hope is that certain portions of the library’s budget can be reconfigured to be more accurate. Certain cost saving measures have been enacted, such as doing the majority of collection development in house.
3. **Report from Librarian:**
   1. Robbee Tonubbee shared that HVAC and TLC are both cloud-based now. The cost for the HVAC upgrade was $3600. The cost for the TLC upgrade was $12,500, and the TLC hosting is paid for five years. TLC has been excellent about the preparations to upgrade the library to the new cloud-based backup system. Robbee also shared that she had recently completed the e-rate contract renewal to pay for the library’s internet service. The new contract is good for five years, and it allows for four voluntary upgrades to increase the internet connection speed.
   2. Preparations for the Summer Reading Program are underway. The theme this year is “A Universe of Stories.” Jeremy Todd is working on getting everything together. The library has reached out to Big Cats Gym to see if they are interested in putting together an obstacle course for the kids and have also reached out to Anytime Fitness to see if they would do “astronaut training” for the kids.
   3. The library will be utilizing Sign Up Genius this year to allow Friends of the Library to sign up for time slots to assist with the Summer Reading Program and the Very Hungry Reader food program.
   4. Trivia Night is coming up in April, and five or six teams have already signed up.
   5. The library is offering a free tax preparation service again this year. The volunteers are offering their tax services on Tuesdays and Thursdays from 10 am to 6 pm during tax season. Over 500 people have already utilized the program this year. Different members of the community have graciously signed on to provide lunch for the volunteers each day.
   6. Thinking Money for Kids has provided a grant to the library for an exhibit geared toward kids ages 7 to 11. This exhibit will be available at the library in Summer 2021 for about five or six weeks. It will teach kids about using and managing money, and it will include a model restaurant and grocery store to help teach kids about budgeting.
   7. Financial Fitness is about to start in April. It is funded by an ALA grant through FINRA. In addition to a financial class geared toward a group of up to ten adults, the grant allowed for materials to be purchased for patrons to check out. Books were purchased along with educational board games and tablets for kids. Local banks and finance companies provided goodies for attendees of the Financial Fitness class.
   8. The recent Spring Break activities had a great turnout. Activities included a movie, usually a new release, and an activity on Monday through Thursday during the week of Spring Break.
4. **Report from the Friends of the Library (FOL):**
   1. Marion Hill shared that FOL will be hosting a Mother’s Day Tea on the Saturday of Mother’s Day weekend. The event is aimed at mothers and daughters or grandmothers and granddaughters, although anyone is welcome to purchase a ticket and attend. It will be a dress-up affair. Three different kinds of tea will be offered along with traditional foods such as finger sandwiches and scones. There will be a presentation about tea etiquette. Tickets are $30 per person. This is a pilot program to see if there is interest in the community for such an event. Ten people have registered so far.
   2. Jenny Sanchez shared that the art show in January went well, and Robbee shared the money raised from the show (about $2000) went to aid the I’m Possible mission for a transitional shelter.
5. **Old Business:** The annual Murder Mystery Dinner Theater in February sold out again this year. Approximately 60% of attendees consists of the same people every year. The performance was well-received as always. There was brief discussion of moving to an upscale buffet for the meal next year because there were still some issues with the temperature of meals being served.
6. **New Business:** Robbee Tonubbee asked Dennis Garrett if he would be willing to remain on the library board for a couple more years, and Dennis agreed. There was a brief discussion about potential new board members in the future.
7. **Adjournment:** Robbee Tonubbee made a motion to adjourn the meeting. Marion Hill seconded the motion. All agreed and the motion passed. The meeting adjourned at 4:15 pm.