

PUBLIC BUDGET HEARING -- Friday, June 5, 2015

Present were board members Vi Lovejoy, Craig Friar, Pat Piper, Evelyn Allen and Stu Watkins. Also present were librarian Susana Fernandez and members of the public, Judy Seyle and Diana Hewlett.

Copies of the budget documents were reviewed and discussed. Craig was asked to explain the request in Part I of form LB-50 for a dollar amount of \$632,997 rather than the amount that would be received from the library's permanent rate of .4256/\$1000. Craig explained that for the past several years board members have asked for the same amount in taxes rather than the amount that could be expected should they impose the library's permanent rate. By not levying our full amount he estimates that we have saved the taxpayers \$200,000.

Hearing adjourned.

LIBRARY BOARD MEETING -- Friday, June 5, 2015

Present were board members Vi Lovejoy, Craig Friar, Pat Piper, Evelyn Allen and Stu Watkins. Also present were librarian Susana Fernandez and members of the public, Judy Seyle and Diana Hewlett.

Minutes of the May 15th Budget Committee Meeting and Library Board Meeting were read and approved.

Library Director's Report: Susana reported that she expects to finish up the interviews for the Library Assistant / Reference & Adult Services position by early next week. She was given permission to offer the position to the top applicant following completion of the interviews.

Landscaping: Vi gave an update on the landscaping project. Everything is completed except for planting of the two trees along Oak Street. Despite numerous attempts, Chet's Nursery has not been able to obtain the two Oxydendrum trees and has recommended a substitute -- a Davidia involucrata or Dove Tree. Vi recommended that the board accept the substitute. Board members agreed to do so.

Correspondence: 2013-14 Audit: A questionnaire received from Scoville & Reiber (see attached) was completed. The questions and responses were as follows:

Do you have any knowledge of fraud or suspicions of fraud?

Response: No

Are you aware of any noncompliance or abuses of laws and regulations?

Response: No

How often do you, individually or as a group, assess the risk that IBEW's [sic] financial statements might be misstated due to fraud and the controls that you have in place to prevent and detect it?

Response: Petty cash reports are examined daily; bank and financial statements are examined monthly.

Do you have any processes in place to identify, respond and monitor fraud risks?

Response: Yes

How do you communicate to employees the importance of ethical behavior?

Response: Ongoing daily interaction and as noted in existing Personnel Policy.

Susana will email the board's responses to Joe Wegner and ask for an update on completion of the audit. An extension for completing the audit was granted by the Secretary of State and Scoville & Reiber were given until May 31st. We have still not received the report.

Correspondence: Jessica Kensinger: A letter received from Library Board candidate, Jessica Kensinger, was reviewed and discussed. Susana will contact SDAO legal counsel to discuss the letter and how best to respond.

FY 2015-16 Budget: Resolution #14-15-01 (see attached) adopting the budget and imposing taxes was approved and declared adopted.

Maintenance & Repair: Susana reported that we are again having problems with the HVAC system. This time the problem is with the units that service the large meeting room and the staff workroom. Susana asked Harbor View for four proposals for the board to consider (see attached). The first is for \$6,580.00 and calls for the replacement of the heat pump that services the large meeting room. The second proposal for \$635.00 is to repair the existing unit that services the large meeting room. The third proposal is for \$3,940.00 and calls for the replacement of the heat pump for the staff workroom. The fourth proposal for \$1,425.00 calls for the repair of the unit for the staff workroom.

Should the board decide to replace both units we will need to get three competitive bids. Susana will discuss the four options with Brandon from Harbor View to try and get a little more information prior to the board's making a decision.

Susana discussed with board members some of her concerns regarding the two projects she has been working on – replacement of the windows and siding and replacement of the tile in the lobby and carpeting in the large meeting room. Due to the size of the projects, they will most likely require that we get at least three bids and, to be sure that they are comparable, we will need to draw up specifications. Carpeting the lobby will also require removal of the tile. It was suggested that Susana contact Rich Turi to see if he is available to help.

Record Retention Discussion: Susana requested that discussion of record retention be postponed to a later date.

Next Meeting: Friday, July 3, 2015