

WOODRUFF MEMORIAL LIBRARY ADVISORY BOARD

Minutes

January 15, 2013

Meeting called to order at 5:37 PM

Present: Ann Kuebbeler; Michael Moreno; Sara Holt; Jenny Mathews; Sandy Messick;

No Audience present.

Minutes – December 18, 2012 – approved

Director's report:

The December stats show that circulation numbers are down, by about 30%. In the 2012 annual stats, we show an increase of Titles Processed to Collection by about 4,000, due to a one-time addition of electronic media.

Appointment of Officers: The following positions were appointed by the board:

Ann Kuebbeler – Chairman

Michael Moreno – Vice-Chairman

Sara Holt – Secretary

Jenny Mathews and the vacant seat do not currently hold an appointed position on the board.

Board Vacancy: The board declared a vacancy for the seat that was vacated by Ron Tomlin.

Expansion Update: The expansion is completed for the most part; Sandy has received the keys, even though official occupancy has not been declared. All the staff is in the process of moving. Shelving is going up and moving into the new rooms. There is additional shelving, which was donated by OJC, which will be donated and/or scrapped. The latch on the gate, was not intended for commercial use, and will need to be replaced with something that is more suitable for the needs of the library. The fire department is working with the contractor, in finding a suitable replacement for the latch. There are some minor details that need to get finished, but otherwise we are ready to start using the new area. Landscaping will be completed when the weather gets warmer.

Microfilm Machine: The microfilm machine is in, and staff is being trained. An update is needed, and will be installed by the company, to make sure everything is setup correctly.

Council Open House: Council will be invited to an open house on February 4, from 6:30 – 7:15 pm, prior to the regular City Council Meeting. This will allow the Council to see the facility, before the official ribbon cutting.

Public Open House: Saturday, February 16, 2013 from 11 – 2 pm, with a BBQ or some type of lunch menu. A ribbon cutting ceremony at 10:45 am will kick off this event.

WMLF Fundraising Efforts: These fundraising efforts are a Friends Project. It is unclear how close their funding is, at this point.

PEO Water Feature: The water feature is still not together because the pump had to be ordered. The pump will need to be in place before the feature is installed, but should be together for the open house.

Adjourned at 6:06 PM

The Board toured the facility to see the progress of the expansion.

Next meeting: February 19, 2013