

Monona Public Library Board Agenda

In person in the Library

Tuesday, November 16 at 7:00PM

1. Call to Order
2. Approval of the Minutes
3. Appearances:
4. Consent Agenda
 - a. Review of and Approval of Bill Payments, Financial Report and Activity Report
5. Library Directors Report
 - a. Mask Mandate
 - b. In-person Programs
 - c. HVAC Update
 - d. BCycle Program
6. Board Discussion Topics:
 - a. In-Person Programs
 - b. Scheduled Closings
 - c. Board Bylaws
 - d. Books, Movies, and Shows
7. Action Items
 - a. Vote to approve 2022 Scheduled Closings
 - b. Vote to approve changes to Board Bylaws regarding Monona Public Library-related boards
8. Announcements:
 - i. Next Board Meeting is December 21, 2021

Minutes
Monona Public Library Board
Library Board Room
October 19, 2021, 7:00 p.m.

I. Roll Call

Library Board Trustees Present: Mary Anderson, President; Todd Stebbins, Vice President; Roselyn Ebel, Secretary; Jennifer Kuhr, Alderperson, Jennifer Fonner, School Board Representative

Library Board Trustees Absent: Erinn Monroe-Nye, Community Representative

Library Staff Present: Director Claringbole

II. Call to Order

President Anderson called the meeting to order at 7:03 p.m.

III. Approval of Minutes

Alderperson Kuhr motioned to approve Minutes for September 2021. Trustee Fonner seconded. Motion passed.

IV. Consent Agenda

- A. Review of and Approval of Bill Payments, Financial Report and Activity Report
Vice President Stebbins motioned to approve Bill Payments, Financial Report, and Activity Report for September 2021. Trustee Fonner seconded. Motion passed.

V. Library Directors Report

A. Operating Budget

The draft of the Mayor's budget was released and the increases that were proposed related to wage line items are moving forward at this point; however, the maintenance line item was decreased. The proposed operating budget now moves forward to City Council.

B. Capital Budget

The capital budget process is moved back two weeks as it was tabled by City Council until November.

C. Diversity, Equity, and Inclusion Training

Director Claringbole is helping to facilitate training within the City departments for the Justified Anger course led by the Nehemiah organization. In addition, Library Department leaders are participating in Equity in Action training. Many of the ideas discussed during the session have already been thought through by the library and they are planning to use tools they have available to them to further diversify the collection, for example.

D. Service Volume

Volume is plateauing and in general, circulation and visits are down in general. Director Claringbole has reached out to several colleagues locally, around the state, and outside of the state; universally, they responded that their library use is also down in those locations. Burnout/COVID exhaustion in the general public seems to be a common culprit everywhere.

E. AV Equipment

Director Claringbole is submitting a grant proposal for AV equipment in the Forum and/or Municipal room that would improve programming opportunities in those rooms, including the ability to better stream online.

VI. Board Discussion Topics

A. Library Services and Programs

The board offered ideas and suggestions.

B. Scheduled Closings

Director Claringbole proposed the following days closing for 2022: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day. The Board also discussed closing for MLK Jr. Day, Juneteenth, or Indigenous Peoples' Day, and would like more information from the community before making such a decision.

C. Book, Television & Movie Recommendations

The Board shared their book, television, and movie recommendations.

VII. Board Votes

A. Vote on Library Closures for 2022

Vice President Stebbins motioned table the decision about holiday closures to next meeting. Alderperson Kuhr seconded. Motioned passed.

VIII. Announcements

A. Next Board Meeting is November 16 at 7:00 p.m. in the library.

IX. Adjournment

Vice President Stebbins motioned to adjourn the meeting. Trustee Fonner seconded. President Anderson adjourned the meeting at 8:59 p.m.

Minutes recorded by Roselyn Ebel

Monona Public Library Expenditures Paid October 2021

SERVICES CONTRACTS SUPPLIES				
Account	Payable By Vendor	Description	Amount	Total
202-55-55110-220	Gas & Electric Utility			
	Falcon Energy	Jan-Sep	\$ (2,484.41)	
	MG&E	September	\$ (3,709.28)	
	SUBTOTAL GAS & ELECTRIC UTILITY			\$ (6,193.69)
202-55-55110-222	Water & Sewer Utility			
	Monona Water Utility	September	\$ (303.38)	
	SUBTOTAL WATER & SEWER UTILITY			\$ (303.38)
202-55-55110-240	Service Contracts			
	Coverall	October cleaning	\$ (1,772.19)	
	Johnson Controls	monitoring	\$ (515.66)	
	SUBTOTAL SERVICE CONTRACTS			\$ (2,287.85)
202-55-55110-310	Office Supplies			
	Demco	supplies	\$ (80.84)	
	Office Depot, Inc.	supplies	\$ (79.06)	
	South Central Library System	supplies	\$ (490.35)	
	SUBTOTAL OFFICE SUPPLIES			\$ (650.25)
202-55-55110-340	Janitorial Supplies			
	Nassco	supplies	\$ (49.33)	
	SUBTOTAL JANITORIAL SUPPLIES			\$ (49.33)
202-55-55110-341	Programming			
General	American Library Association	supplies	\$ (35.64)	
Teen	Target	tax credit	\$ 20.90	
	SUBTOTAL PROGRAMMING			\$ (14.74)
202-55-55110-350	Maintenance & Repair			
	Boldtronics, Inc.	service	\$ (607.50)	
	H.J. Pertzborn	service	\$ (361.24)	
	SUBTOTAL MAINTENANCE & REPAIR			\$ (968.74)
202-55-55110-817	Electronic Info Sources			
	Demco Software	Spaces & Sign Up	\$ (1,528.06)	
	SUBTOTAL ELECTRONIC INFO SOURCES			\$ (1,528.06)
TOTAL SERVICES CONTRACTS SUPPLIES				\$ (11,996.04)

MATERIAL ACQUISITIONS

Account	Payable By Vendor	Description	Amount	Total
202-55-55110-810	DVDs / CDs / Book on CD			
	Ingram / Baker & Taylor		\$ (1,325.14)	
	SUBTOTAL DVDs / CDs / Book on CD			\$ (1,325.14)
202-55-55110-811	Adult Books			
	Ingram		\$ (1,224.05)	
	SUBTOTAL ADULT BOOKS			\$ (1,224.05)
202-55-55110-812	Children's Books			
	Ingram		\$ (938.92)	
	SUBTOTAL CHILDREN'S BOOKS			\$ (938.92)
202-55-55110-813	Young Adult Books			
	Ingram		\$ (302.88)	
	SUBTOTAL YOUNG ADULT BOOKS			\$ (302.88)
202-55-55110-814	Large Print Books			
	Cengage Learning / Ingram		\$ (254.34)	
	SUBTOTAL LARGE PRINT BOOKS			\$ (254.34)
TOTAL MATERIAL ACQUISITIONS				\$ (4,045.33)
TOTAL EXPENDITURES PAID OCTOBER 2021				\$ (16,041.37)

CITY OF MONONA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>PUBLIC CHARGES FOR SERVICE</u>						
202-46-41110-000	GENERAL PROPERTY TAXES	.00	617,774.00	617,774.00	.00	100.00
202-46-43720-000	COUNTY AID FOR LIBRARIES	.00	218,102.18	162,270.00	55,832.18	134.41
202-46-43730-000	COUNTY AID LIBRARY FACILITIES	.00	447.00	53,815.00	(53,368.00)	.83
202-46-46110-000	COPIER RECEIPTS	78.25	666.88	3,000.00	(2,333.12)	22.23
202-46-46710-000	FINES	42.00	1,389.11	6,000.00	(4,610.89)	23.15
202-46-46730-000	ROOM RENTALS	1,234.66	1,444.13	5,000.00	(3,555.87)	28.88
202-46-48900-100	VENDING MACHINE	32.00	609.60	3,500.00	(2,890.40)	17.42
TOTAL PUBLIC CHARGES FOR SERVICE		1,386.91	840,432.90	851,359.00	(10,926.10)	98.72
TOTAL FUND REVENUE		1,386.91	840,432.90	851,359.00	(10,926.10)	98.72

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2021

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET	
<u>LIBRARY EXPENDITURES</u>						
202-55-55110-110	LIBRARY SALARIES	31,438.58	329,425.31	381,587.00	52,161.69	86.33
202-55-55110-119	WAGES, PART-TIME	7,791.30	68,383.88	92,949.00	24,565.12	73.57
202-55-55110-130	FICA	2,767.31	28,366.02	36,302.00	7,935.98	78.14
202-55-55110-131	WISCONSIN RETIREMENT	2,086.73	21,829.56	25,757.00	3,927.44	84.75
202-55-55110-132	LIFE & DISABILITY INSURANCE	1.89	18.35	100.00	81.65	18.35
202-55-55110-133	HEALTH INSURANCE	7,947.93	82,520.24	85,034.00	2,513.76	97.04
202-55-55110-134	PROFESSIONAL DEVELOPMENT	.00	57.14	2,000.00	1,942.86	2.86
202-55-55110-220	GAS & ELECTRIC UTILITIES	6,193.69	26,611.71	32,000.00	5,388.29	83.16
202-55-55110-222	WATER & SEWER UTILITIES	599.19	2,879.72	3,554.00	674.28	81.03
202-55-55110-240	SERVICE CONTRACTS	2,157.19	36,787.11	49,000.00	12,212.89	75.08
202-55-55110-241	SCLS MEMBERSHIP	.00	44,396.94	44,500.00	103.06	99.77
202-55-55110-310	OFFICE SUPPLIES	89.90	1,893.85	2,000.00	106.15	94.69
202-55-55110-312	POSTAGE	.00	22.00	150.00	128.00	14.67
202-55-55110-340	JANITORIAL SUPPLIES	.00	1,137.10	2,000.00	862.90	56.86
202-55-55110-341	PROGRAMMING	579.69	2,668.69	4,000.00	1,331.31	66.72
202-55-55110-344	CASH OVER/SHORT	.00	(1.00)	.00	1.00	.00
202-55-55110-350	EQUIPMENT MAINTENANCE & REPAIR	.00	14,833.00	8,300.00	(6,533.00)	178.71
202-55-55110-351	BUILDING MAINTENANCE & REPAIR	578.28	2,089.78	7,500.00	5,410.22	27.86
202-55-55110-809	PERIODICALS	581.75	1,744.98	4,500.00	2,755.02	38.78
202-55-55110-810	DVD/CD/BOOK ON CD	1,140.90	8,016.19	12,000.00	3,983.81	66.80
202-55-55110-811	ADULT BOOKS	1,324.88	11,741.31	15,500.00	3,758.69	75.75
202-55-55110-812	CHILDRENS BOOKS	1,190.32	8,661.02	10,000.00	1,338.98	86.61
202-55-55110-813	YOUNG ADULT BOOKS	185.56	2,617.16	3,250.00	632.84	80.53
202-55-55110-814	LARGE PRINT BOOKS	446.64	2,606.58	3,500.00	893.42	74.47
202-55-55110-817	ELECTRONIC INFO SOURCES	445.00	(1,271.02)	4,000.00	5,271.02	(31.78)
202-55-55110-818	BOOK LEASE PROGRAM	.00	4,390.00	4,376.00	(14.00)	100.32
202-55-55110-819	VENDING MACHINE EXPENSE	246.25	725.90	2,000.00	1,274.10	36.30
202-55-55110-851	LIBRARY CAPITAL OUTLAY	.00	6,419.74	.00	(6,419.74)	.00
TOTAL LIBRARY EXPENDITURES		67,792.98	709,571.26	835,859.00	126,287.74	84.89
<u>TRANSFERS</u>						
202-55-59210-212	ACCOUNTING SERVICES	.00	.00	4,500.00	4,500.00	.00
202-55-59210-510	INSURANCE	.00	.00	11,000.00	11,000.00	.00
TOTAL TRANSFERS		.00	.00	15,500.00	15,500.00	.00
TOTAL FUND EXPENDITURES		67,792.98	709,571.26	851,359.00	141,787.74	83.35
NET REVENUES OVER EXPENDITURES		(66,406.07)	130,861.64	.00	130,861.64	.00

Library Activity Report	2020		2021											
	November	December	January	February	March	April	May	June	July	August	September	October	2021	
Physical Item Checkouts	8,644	10,793	9,860	9,852	10,170	11,283	14,616	16,894	16,001	15,610	14,272	14,251	2021	
E-Book Checkouts	2,720	2,671	3,076	2,766	3,046	2,881	2,307	2,860	2,904	2,805	2,250	2,623	2021	
Total Item Checkouts	11,364	13,464	12,936	12,588	13,216	14,174	16,823	19,654	18,905	18,415	16,522	16,874	2021	
Computer Room Reservations	11	8	5	6	5	4	NA	NA	NA	NA	NA	NA	2021	
Online Database Usage	763		620	456	658	511	578	612	540	560	475	403	2021	
Wireless Network Sessions	867	697	665	546	788	883	1,117	1,601	2,029	1,639	1,390	1,322	2021	
Library Visits													2021	
Adult Programs	2	4	4	6	3	3	7	3	3	3	4	4	2021	
# attended	56	91	88	107	38	47	235	43	45	70	103	89	2021	
Children's Programs	19	6	14	5	6	13	10	14	19	13	9	12	2021	
# Attended	407	152	379	130	124	1723* (Total views)	247 Attendance 270* views	681	708	355	342	376	2021	
Teen/Tween Programs	5	8	4	7	12	7	5	7	11	10	3	3	2021	
# Attended	34	93	22	57	135	53	31	63	80	45	26	13	2021	
Summer Reading Program Sign-up								596					2021	

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Administrative Report - November 16, 2021

Operating Budget

There have not been any amendments put forth for the library's operating budget. City Council should be voting to approve the budget on November 15.

Capital Budget

The capital budget was approved by City Council on November 1. None of the library projects were amended and so were approved without any changes.

Dane County Mask Mandate

Dane County Public Health extended the face mask mandate through November 27. They also stated that there are no plans to extend the mandate past that date. Director Claringbole recommends to align the library with the mask mandate, and, after November 27, put out signs and messaging that the library strongly recommends face masks when in the building. This is partially due to the experience library staff had after the face mask mandate was lifted the first time in the summer of 2021, and the library extended the requirement 30 days past the mandate lift. During those 30 days, especially after day 15, library staff had to engage with patrons on a regular basis to have a face mask on when in the building, often dealing with contentious backlash.

In-door Library Programs

Staff have discussed hosting programs in the building starting in January 2022. Some of the programs will remain either virtual, as patrons have expressed that that model works really well for them, or will be hybrid. The majority of programs will be held in the library, with registration and limits to how many people can attend applied for in the near future. There was a recent Dane County directors meeting, and other library directors in the county shared what their plans are moving forward with mask mandate and in-person programming. There are many different options currently planned, from recommending masks to requiring masks to having programs that are specifically for those who want to be masked. Sun Prairie is requiring masks and connecting it with the school district requirement. As of now, Monona Grove School District is requiring masks until January and will reevaluate then.

HVAC Equipment

There are several known issues with the library's HVAC system currently:

- Overheating and discharge temperatures high in the Board Room. Could be leaky valves or damper actuators not functioning.
- Cannot control room temperatures on control program.
- Cannot control the room temperature in the Municipal Room. Need new controller added.

- Ventilation is not currently being controlled and are unsure if the building is ventilating itself at all. Will be investigated.
- The heating exchanger is rusted out in RTU-2. The City is looking at getting this replaced as soon as possible. The vendor has stated there is an eight week wait for the parts. We are looking to see what we can do in the meantime to maintain a comfortable environment in the Quiet Reading Room, which is the room that RTU-2 services.

Scheduled Days Off

Director Claringbole asked other libraries in Dane County if they have the library closed on MLK Day, Juneteenth Day, and/or National Indigenous Peoples' Day. The majority of the libraries who responded stated they are closed on MLK Day but not closed the other two days. The exception is the Madison Public Library, and they are closed on MLK Day and Juneteenth Day. There were a couple libraries who are not closed any of the three days listed. None of the libraries who are closed to the public on those days use the time for staff inservice.

Signage in the Building

The following signs have been sent to Budget Signs & Specialties:

- Young Adult (and Spanish equivalent)
- Tween (and Spanish equivalent)
- Early Readers (and Spanish equivalent)
- Children's Non-fiction (and Spanish equivalent)
- Children's Fiction (and Spanish equivalent)
- Children's Audiobooks (and Spanish equivalent)
- Non-fiction (and Spanish equivalent)
- Movies, Music, and Audiobooks (and Spanish equivalent)
- Friends of the Library Bookstore (and Spanish equivalent)

If they are printed and available to pick up next week, we will have Kris begin hanging the signs from the ceiling, which should take between 3-5 days depending on his schedule.

BCycle Program

Director Claringbole talked with Helen with Madison BCycle to see if the Monona Public Library can have a program similar to what the Madison Public Library recently announced: the ability to check out a BCycle pass with a library card. Helen was excited by the idea, and said it would be best to start this in March 2022 when the BCycle program starts up again after winter break. She also mentioned it would be ideal for the community if there was a third station installed in the center of the City, since the two stations currently in Monona are at the north and south end. Director Claringbole has already spoken with and will meet again with Parks & Rec Director Anderson to see what location will be the best fit for this, the library parking area or by the pool and community center. Regardless, the Monona Public Library should have the ability to check out BCycle passes for members of the public in early 2022.

SCHEDULED CLOSINGS 2022 (DRAFT)

New Years Day
Memorial Day
4th of July
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

For consideration:

MLK Jr. Day
Juneteenth
Indigenous Peoples' Day

Madison BCycle Launches Community Pass Program

Tuesday, September 14, 2021 - 3:43pm

Program will expand bike share access in Madison

Madison BCycle is proud to launch its Community Pass Program to bring equitable access to its bike share system starting Monday, September 13.

The program, in partnership with the Madison Public Library Foundation, will enable riders to use their Madison Public Library card to access one of over 300 electric bikes.

"Making bike share more accessible in our community is a top priority for us," said Madison BCycle General Manager Helen Bradley. "Launching the Community Pass Program is one way we can ensure that everyone in our community has access to bike share as a transportation option."


While e-bike checkouts from a BCycle station or mobile app typically require a credit card or smartphone to unlock, the Madison BCycle Community Pass Program introduces an alternative checkout method for riders that might have previously been unable to access bike share.

Library card holders can check out one of the available Madison BCycle passes from any Madison Public Library location. The passes can be checked out for up to a week at a time and provide access to over 300 electric-assist bikes at more than 50 BCycle stations. Riders also have the option to check out a helmet as needed.

As part of the partnership, Madison Public Library Foundation has helped make the program a reality by funding the available Madison BCycle passes.

"We are excited to form a partnership with BCycle that introduces the community pass to Madison residents," said Executive Director of the Madison Public Library Foundation Jenni Jeffress. "Making their electric bikes accessible to library card holders is another way to help provide equitable bike share access for all riders."

Each of the nine Madison Public Library locations will have two Community Passes available for checkout. Madison BCycle currently has a station outside of the Central Library location on West Mifflin Street, with plans to install a new station outside of Pinney Library on Cottage Grove Road this fall.

Riders can learn more about the Community Pass Program at madison.bcycle.com  (<https://madison.bcycle.com/>).

About Madison BCycle

Since its launch in 2011, Madison BCycle has grown to include over 300 electric-assist bikes and 50 BCycle stations around Madison. Madison BCycle is owned and operated by BCycle LLC, delivering best-in-class bike share as a sustainable and accessible transportation alternative for cities. BCycle believes that bike share is the bicycle's role in public transit and is on a mission to change the world by getting more people on bikes.

Contacts

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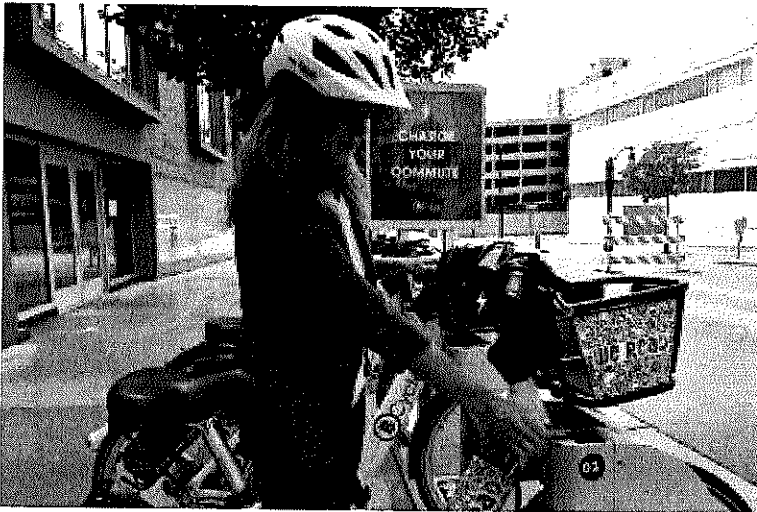
Tana Elías, Marketing Manager, Madison Public Library, 608-266-4953, telias@madisonpubliclibrary.org (<mailto:telias@madisonpubliclibrary.org>)

📄 Agency: [Madison Public Library \(http://www.madisonpubliclibrary.org\)](http://www.madisonpubliclibrary.org)

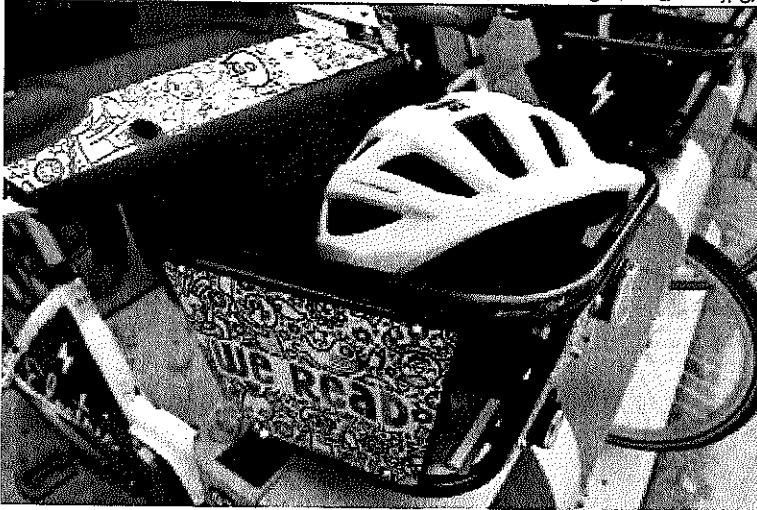
📄 Category: [Madison Public Libraries \(/visit-play/madison-public-libraries\)](/visit-play/madison-public-libraries), [Getting Around \(/visit-play/getting-around\)](/visit-play/getting-around), [Madison Public Libraries \(/visit-play/madison-public-libraries\)](/visit-play/madison-public-libraries), [Bike Madison \(/get-around/bike-madison\)](/get-around/bike-madison)

Images





(https://www.cityofmadison.com/sites/default/files/news/images/dsc_4278.jpg)



(https://www.cityofmadison.com/sites/default/files/news/images/dsc_4262.jpg)

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Adopted May 22, 1982
Amended October 11, 1989
Amended June 16, 1993
Amended August 16, 2016

By-Laws
MONONA PUBLIC LIBRARY BOARD OF TRUSTEES

Article I - NAME

This organization shall be called "The Board of Trustees of the Monona Public Library" existing by virtue of the provisions of Chapter 43 of the Laws of the State of Wisconsin and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

Article II - BOARD COMPOSITION

Section 1. The Board shall be composed of seven members; six shall be citizen members, one shall be a school district administrator or his/her representative. Not more than one member of the City Council shall be at any one time a member of the Library Board.

Section 2. Appointments shall be for three-year terms. After completion of one full term, a Board member may be reappointed for additional terms. Appointments are made by the Mayor of Monona and approved by the City Council.

1. *When appointed, Board members must step down from other Monona Public Library-related boards for the duration of their term, thereby increasing participation and engagement in library advocacy from other citizens.*

Section 3. When a resignation occurs, a new member is appointed to fill the unexpired term. When the resignation of a trustee creates an opening on the board the process to choose a new trustee is this:

1. City staff will list opening on all library/city related websites and social media, encouraging applicants to send application by a certain date.
2. After the application date closes, city staff will send applications to:
 - A. Library Director
 - B. Board President
 - C. City Council Library Board representative.
3. Those three will confer, assess the skills of each applicant, and make a recommendation to the mayor of Monona. The Mayor will make his or her selection of a person to be appointed and will put chosen name on agenda for City Council approval.

4. Library Director will meet with the new trustee and orient him or her to the rules and regulations pertaining to the duties of the Library Board.

He/she is eligible for reappointment to additional three-year terms.

Section 4. Board members are expected to attend regularly scheduled meetings. Each member is expected to notify the Library Director when he/she must miss a meeting. Three absences without notice or six absences with notice over a six month period of time shall constitute grounds for removal.

Article III - OFFICERS

Section 1. The officers shall be a President and a Vice President, elected from among the appointed trustees at the July meeting of the Board.

Section 2. In June, the Board President shall appoint a nominating committee, which will present a slate of officers at the meeting. Additional nominations may be made from the floor.

Section 3. Officers shall serve a term of one year from the meeting at which they are elected and until their successors are duly elected.

Section 4. The President shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5. The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

Section 6. The board may, by a majority vote, delegate to appropriate staff any duties or responsibilities assigned to these officers.

Article IV - MEETINGS

Section 1. The regular meetings shall be held each month, the date and hour to be set by the Board at its July meeting.

Section 2. The order of business for regular meetings may include, but not be limited to, the following items:

1. Roll call of members
2. Disposition of minutes of previous regular meeting and any intervening special meeting
3. Action on bills
4. Director's financial report of the Library
5. Progress and service report of the Director
6. Committee reports

7. Communications
8. Unfinished business
9. New business
10. Public presentation to, or discussion with, the Board
11. Adjournment

Section 3. Special meetings may be called by the President, or or at the request of two members, for the transaction of business as stated in the call for the meeting.

Section 4. A quorum for the transaction of business at any meeting shall consists of four members of the Board present in person.

Section 5. Conduct of meetings: Proceedings of all meetings shall be governed by Roberts' Rules of Order except when in conflict with these by-laws.

Article V - LIBRARY DIRECTOR AND STAFF

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Director shall notify the Board of new appointments and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of the Library's property, for the proper and adequate selection of materials in keeping with the stated policy of the Board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation.

Article VI - COMMITTEES

Section 1. The President shall appoint committees of one or more members each for such specific purposes as the business of the Board shall require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 2. All committees currently active shall make a progress report to the Library Board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article VII - AMENDMENTS

Section 1. The by-laws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed to all members at least five days prior to the meeting at which such action is proposed to be taken.

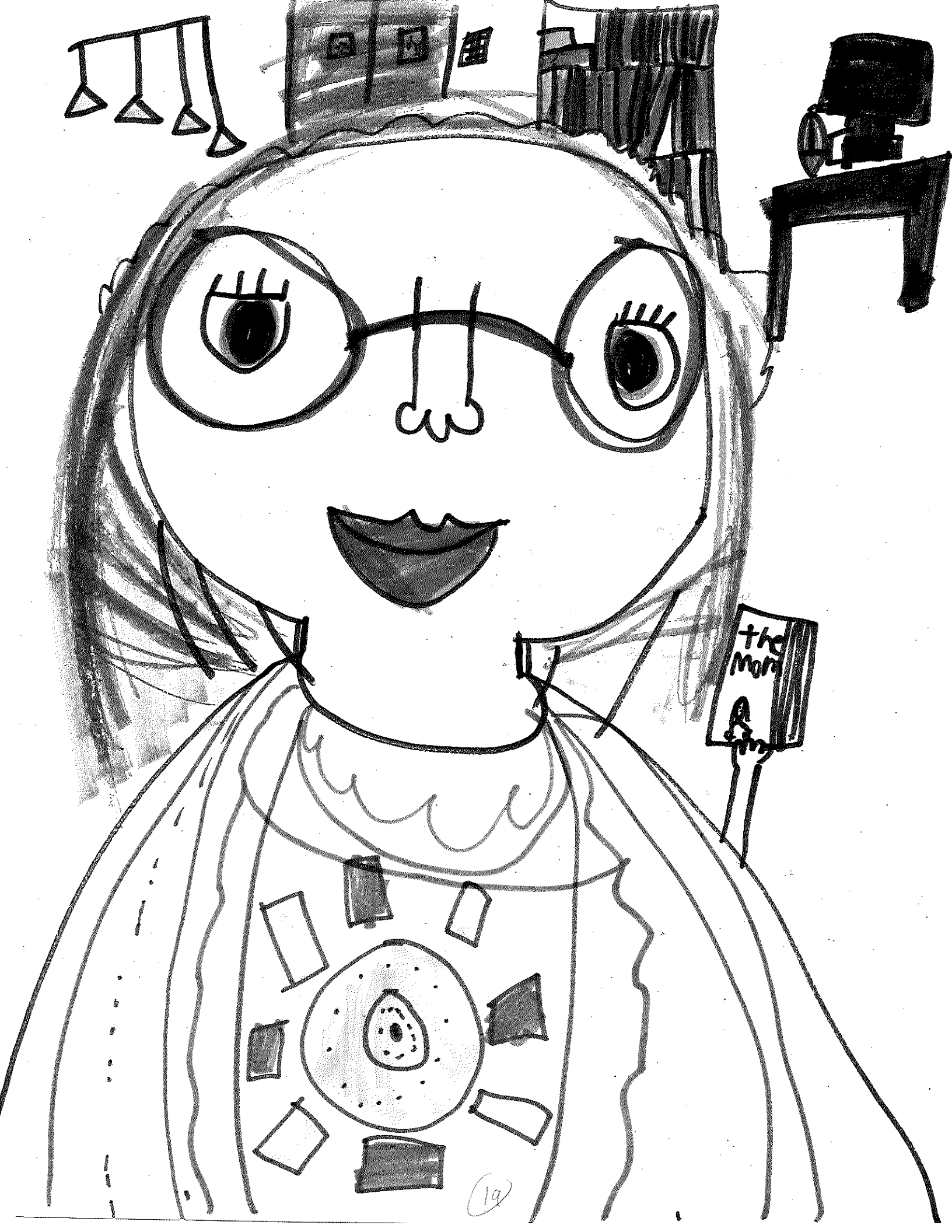
Section 2. Any rule or resolution of the Board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (five) of the members of the Board shall be present and two-thirds of those present shall so approve.

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