

**Board of Trustees  
Ilsley Public Library**

**Tuesday, May 14, 2013  
6:30 p.m.  
Vermont Room**

Present: Chris Watters, John Freidin, Rebekah Irwin, David Andrews, Maria Graham  
Also present: Kevin Unrath

Meeting was called to order by David at 6:36.

Minutes from the last meeting were approved.

**New Business**

**Trustee accounts for gifts**

Ilsley's trust and agency accounts were reviewed. Kevin is attending the prudential committee meeting on June 13 and will inquire about how the funding mechanism for Sarah Partridge Library works. Kevin will research the original intent of gifts before determining how to spend them. All trust and agency accounts with current balances of \$0, with the exception of state grants, will be discarded.

**Monthly Financial Statement**

Library revenues are down.

Materials budgets will be spent in entirety by the end of the fiscal year.

It was determined that money from the full time staff budget should be put into the temporary/part-time budget in order to more accurately reflect how the money is utilized.

**Friends of Ilsley Public Library**

Lorrie Muller was re-elected president of the Friends. David Andrews will be the new liaison and attend their monthly meetings.

**Librarian's Report**

John, Chris, Asher Nelson and Kevin met to discuss the capital budget and building issues. The board would like to employ someone to understand all of the interrelated building issues and future space needs. The building committee will continue its work to determine what an RFP should look like.

Future meetings will be at 4:30pm on the third Tuesday of the month.

The children's librarian search is ongoing. Thursday, June 6 3:30 – 5 will be a farewell party for Sarah Lawton.

**Old Business**

Unrestricted funds will be used to close the account on David Clark's retirement party.

As treasurer, Chris will update the unbudgeted income policy. He will also have a proposal regarding the re-investment of funds at the July meeting.

**New Business****Service to homebound and elderly residents**

Chris Kirby joined the board to discuss outreach efforts to homebound adults. He and Kevin will expand our efforts in this area and keep the board updated.

**Review Library Director's job description**

The board reviewed the library director's job description. The board decided to compare the version from 1997 with the version created for the recent search for a director and create a new one altogether.

**Business for next agenda**

The capital budget will be on the agenda for June.

The board asked Kevin to formulate a policy regarding patron confidentiality to consider at the next month's meeting.

The meeting was adjourned at 8:36.