



# New River Public Library Cooperative

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New River Public Library Cooperative  
Governing Board Meeting  
**Thursday, February 9, 2016**  
**4:30 pm** at New River Solid Waste Facility

## AGENDA

1. Meeting called to order
2. Invocation and Pledge
3. Approval of minutes from previous meeting **Action item**
4. Comments from the public
5. New Business
  - a. Lora Douglas will present the audit of DY 2015-2016.
  - b. Donna will present the current critical state of the NRPLC budget, and Marlene will suggest some proposed cuts to save money including: **Action Item**
    1. Taking the bookmobile off the road to save over \$10,000 on fuel and maintenance of this aging vehicle. The stops highlighted in yellow either do not yield many patrons per month, are within a short walking distance to a library, or can be possibly be absorbed by the Bradford Bookmobile.
    2. The bookmobile employee's hours will be reduced the 30 (the minimum required to keep her medical insurance), and she will do outreach in the library van for 15-20 hours per week to the stops highlighted in green that yield larger attendance. She will make up her remaining 10-15 hours per week assisting at the three libraries.
    3. Marlene is looking into the possibility of streamlining our IT services through a local company who can save us several thousands of dollars per year while still maintaining quality service.

- c. Approve the revised copy of the personnel policy including the following changes: **Action Item**
1. We would like to change payday from Wednesday to Fridays. Therefore, we have changed the eighth paragraph on page 11 and removed "every other Wednesday" to allow us flexibility in the future should we need future changes to the payday schedule.
  2. To save time and money on resources, we are requesting that direct deposit be the only method used to distribute employee pay. Therefore, we have indicated that also in the eight paragraph, and removed all instances of the word "paycheck" on this page.
  3. On page 12, we clarified the second paragraph from the bottom. "To qualify for holiday pay, the employee must work **or use approved leave time** on his/her full scheduled workdays before and after the holiday.

- d. New River requests permission to purchase a new library van. **Action Item**  
Although the current one is heavily used, it is old and breaks down often. (See attached receipts showing that we are already over budget this fiscal year on van maintenance. We budgeted \$5, but we have already spent over \$6 in repairs). Since the van will be used more heavily for outreach after we retire the bookmobile, NRPLC requests a safer and more reliable vehicle for employees to use when they travel across three counties. It will also save money in the long-term on repairs and fuel, if we buy a smaller and more fuel efficient model.

6. Bills/financial statements

7. Library statistical reports

8. Comments from Commissioners

- a. A timeclock was implemented for the NR office employees on December 1, 2016. Attached is a copy of the policy.
- b. Donna Jackson retired as finance director on December 31, 2016. A replacement was trained, but she decided to resign. So, for now, Donna is working as a volunteer until we can a replacement finance director

9. Storytime Newsletter for February 2017.

10. Reminder: Our next meeting is on Thursday, April 13, 2017 at 4:30 pm.

11. Adjourn