



New River Public Library Cooperative

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New River Public Library Cooperative
Governing Board Meeting
Thursday, April 13, 2017
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
4. Comments from the public
5. New Business

Action item

- a. Marlene visited the Dodge and Ford dealerships in Starke to look at van replacements. At Dodge, she looked at the Ram ProMaster, but felt that the lack of rear windows was a safety issue, and at \$24,595 was a higher cost than some of the other vehicle quotes.

At Ford, she looked at an Escape, but it did not have enough space in the back to accommodate five large rolling crates, which will be used by outreach. She was then shown two Ford Transit Connect vans (one with a 105" wheelbase and one with a 121" wheelbase). The cheapest and most fuel efficient option of these two is the Ford Transit Connect with the 105" wheelbase which costs \$21,339 (after a discount was applied to the sticker price). She then asked the staff member there for a trade-in value on the bookmobile, and he said \$4,500. So the total price for this vehicle would be \$16,839.

She also consulted the Ford Dealerships in Lake City (Rountree) and Alachua (Santa Fe) for competing quotes on the same vehicle. Rountree's vehicle quote was \$20,690 (after price adjustment) and they only offered a \$2,000 trade-in for the bookmobile, for a total of \$19,938.

At this time, the rep from Santa Fe Ford has not yet gotten back to me. So, can the New River office proceed with purchasing the van from Murray Ford and trade-in the bookmobile?

Action Item

- b. The current library van is running fine for now (we have had it inspected to see if it would need any major repairs in the near future, but the mechanic at Ford Quick Lane said only an oxygen sensor, which should only be around \$300). So if the board agrees, we would like to keep it for now, considering we have invested over \$6k in repairs since last October. This will also allow both Joyce and Harriet (who both use the van on conflicting days/times) to have their own library-provided vehicle without having to pay them reimbursement fees for one of them to use her own vehicle for work-related travel. If/when it needs another costly repair, we will ask the board to declare it surplus and put it up for auction. If the board does not agree to keep the older library van, Joyce has agreed to use her own vehicle and charge mileage reimbursement.

Action Item

- c. We would like to update the patron registration policy to include a specification for adults who are not independent due to substantial disabilities (and therefore not responsible for library fees, etc). Please see the additional bullet point under section 1.
- d. Harriet Duncan, the children's outreach assistant (a part-time position that does not receive healthcare benefits), has requested an unpaid, extended vacation for the months of June and July (the slowest months of the year at her daycare centers). This will save the cooperative an estimated \$3k. She does not want to deplete her vacation and sick leave as per the "Person Leave without Pay" policy. Therefore, Marlene requests the highlighted update to this section on page 16 of the personnel policy. **Action Item**

6. Bills/financial statements

These reports look different because they were printed in QuickBooks. Please don't be alarmed by the negative number in the fund balance. The State Library is a bit late in sending out the operating grant checks, but was told that they should arrive any day now. We should have enough funds in our account to cover us for now.

7. Library statistical reports

All the stats are within normal ranges as of right now (we are still waiting on a few vendors/entities to send us their monthly usage stat reports), except for a steep increase in the stats for TumbleBooks. We may consider keeping this resource if these higher numbers are maintained.

8. Storytime Newsletter for April 2017, also posted on the website at:
www.newriverlibrary.org/storytime/

9. Comments from Commissioners

10. Comments from Director

- a. Marlene has now taken over the duties of finance director following Donna Jackson's retirement. We have transitioned from the Sage (MAS 90) software to QuickBooks due to decreased cost and ease of use. She has received training in QuickBooks from Lora Douglas (the auditor) who has been monitoring NRPLC's financial records closely.
- b. The bookmobile's last day on the road was Friday, April 7, 2017. The new outreach schedule began on April 12. Outreach will be done in the van on every Wednesdays (please see enclosed schedule) and every other Thursday morning (this is a private stop at Sequel School, so it is not listed on the schedule). For her remaining hours per week, Joyce will work at Emily Taber Public Library on Tuesdays, Bradford County Public Library on Thursdays, and Union County Public Library on Fridays.
- c. In consultation with Brady Clark, New River has submitted at RFP (Request for Proposal) form on the e-Rate portal to see if we will be reimbursed if we update much of our IT connections hardware at New River, Emily Taber, and Union County. It must remain there for 30 days before we can claim the lowest bid for reimbursement. This is still pending.

11. Reminder: Our next meeting is on Thursday, July 13, 2017 at 4:30 pm at the NRSWA.

12. Adjourn