



Library Board Meeting
June 13, 10:00 am

The purpose of this meeting is to decide how to keep the library running optimally while Denise is recovering from her accident.

1. Call to order
2. Minutes
3. Business
 - a. Hiring temporary Help
 - i. Job description
 - ii. Possible candidates
 - iii. Hours and pay
 - iv. Advertising/interviews
 - v. Other measures
 1. Help from Shirley Lehr, Laurie Grimes and Kim Olson.
 2. Shorten library hours.
 3. Close Friday, July 5.
4. Adjournment

Minutes

The Owen Public Library met on June 5, 2019 at 10 AM. Present were Debra Smith, Jeffer Scheuer, Nancy Garrett, Lorelee Petersen, and Mike Ojanpera. Sally Martine and Roxana Reitz joined a few minutes after the meeting began.

The minutes of the April 17, 2019 meeting were read and approved (MMSC Nancy/OJ)

The financial report was next on the agenda. A discussion ensued about whether or not to actually charge fines. MMSC(Jeffer/Roxana) to approve the financial report.

Under business, the butterfly garden plants have been purchased, but not yet planted due to weather problems. It should be done soon, thanks to some volunteers.

We will be having three authors at the fair at the Old School.

The Oz party is in the works, with cast members lined up. Float ideas were thrown around.

The Fall sneak peek includes Foods for Fines, in September, Trunk or Treat in October, a possible shelving party in November, and Jaycees Santa Day in December.

August will offer some trustee training webinars if anyone is interested.

The next meeting will be held August 21st 10 am.

Meeting adjourned at 10:30. (MMSC OJ/Sally)

Notes:

- I talked to Marla about whether we needed to post the job or not and this was her suggestion:

Posting with this kind of clause will indicate the library's intent to get someone in place as soon as possible ... "Applications will be reviewed upon submission. Position will remain open until (date that allows position to remain open for one week), or until successful applicant is hired." With this approach you can schedule an interview within 8 days of posting the job.

- We have several potential candidates
 - Jacqui Kuyoth of Abby library and Megan Kelsey have asked me about applying.
 - Joel Kastner has asked about a job in the past. (So have Mickey Wendler and Eva Hanusova but I think they need full time.)
- Job requirements
 - Assist customers
 - Check in & check out
 - Search for items and place holds
 - Create new accounts and update existing accounts
 - Prepare for courier/unload and check in courier items
 - Basic computer help for patrons
 - Shelve materials
 - Fax/make copies
 - Process new materials
 - Lift 30 lbs, bend, reach