**MINUTES OF THE SPARTA PUBLIC LIBRARY BOARD OF TRUSTEES**

September 14, 2015

The regularly scheduled meeting of the Sparta Public Library Board of Trustees was called to order by Secretary Anne Bourner, September 14, 2015 at 7:06 p.m. in the main study area.

Members present: Absent:

John Clendenin Bob Taylor Domenica McDonald

Don Adams Peggy Petkas Steve Gerlach

Anne Bourner Fran Vallo

Susan Colbert, Librarian Richard Cavalier

The minutes of the June 8th, 2015, meeting was reviewed. A motion was made to correct the minutes of the closed session. The closed session minutes will remain closed due to retaining confidentiality concerning personnel matters therein contained. It was moved by John Clendenin and seconded by Bob Taylor to approve the motion. Motion carried unanimously. Peggy Petkas moved and John Clendenin seconded that the regular minutes of the June meeting be approved as read. Motion carried.

**Correspondence:** There was no correspondence.

**Treasurer’s Report:**

After review of the report, it was moved by John Clendenin and seconded by Don Adams, to accept the Treasurer’s Report for June, July and August. It was moved by Don Adams and seconded by Bob Taylor to pay all outstanding bills and any other outstanding bills due before the next board meeting. Motion carried unanimously.

**Librarian’s Report:**

1. Susan reported that the E-rate of $5419.20 will be put to Frontier and ICN bills.
2. Susan discussed with the board about DVD charges. And would like to lower the cost of overdue fees.
3. The Microfilm purchase will be tabled till later in our fiscal year.
4. Susan presented the Per Capita information. Susan felt we could do a few pages [EDGE Assessment] each month.
5. Susan reported on our grant money—
   1. The windows have been installed
   2. The sign will be installed on Tuesday, September 15
   3. The new flooring is complete
   4. Rug Busters has completed the stripping
   5. The email address for board members is on the library’s website. It is spartalibraryboardoftrustees@gmail.com

Peggy Petkas moved and John Clendenin seconded that the Librarian’s Report be accepted. Motion carried unanimously.

**New Business:**

John Clendenin moved and Bob Taylor seconded a motion to charge 20 cents a day for late fees, no upfront fee to rent and if the DVD has been returned in good condition the debt will be forgiven; if lost they will pay $15.00 per DVD.

The board decided to have the library chairs cleaned at a later date.

Susan would like to purchase White Lifetime tables from County Office Supply. The tables cost about $278.29. Susan will research.

**Old Business:**

The library has a certificate to dispose of various library records. Susan will look into shredding the items. It was suggested to contact Iron Mountain for disposal.

The next meeting will be October 5, 2015.

It was moved by Don Adams and seconded by Peggy Petkas to adjourn the meeting. The meeting adjourned at 8:30 pm.

Respectfully submitted,

Peggy Petkas

Secretary – Pro Tem