

1 **Library Director's Report**

2
3 Mr. Erjavek presented the Technology upgrade report to the Board. (See Tech Upgrade document dated
4 July 19, 2016)

5
6 Mr. Erjavek presented the request to renew NewsBank database. (See Request to Renew NewsBank dated
7 July 18, 2016).

8
9 Mr. Erjavek presented the request to purchase records to be placed in the public access catalog for
10 OverDrive holdings and displaying recognition to the purchaser. (See Request to Purchase Records to Place
11 in Public Access Catalog for Overdrive Holdings)

12
13 Mr. Erjavek reported that the Mayor and Common Council are reviewing a new charter to be placed on the
14 November ballot.

15
16 Mr. Erjavek reported that the Library Board of Trustees' meeting for July 14th is being rescheduled.

17
18 Mr. Erjavek advised that the agreement is incomplete between Knotts Family Agency and Inghram Library,
19 but anticipates it to be done soon.

20
21 Mr. Erjavek reported that the replacement of the Feldheim roof has been held up with the three bids
22 requested and the need to be approved by the Mayor and Common Council.

23
24 Mr. Erjavek advised that the Rowe Library received the new air conditioning system. We will be looking
25 into obtaining funds for the roof replacement.

26
27 Mr. Erjavek distributed several flyers for all the Library events that are scheduled. He expressed his thanks
28 for Linda Yeh's expertise in arranging the programs and for Linda Puetz' skilled talent in designing all the
29 flyers for the programs.

30
31 **Financial Report**

32
33 Mr. Rego reported that the Allen Trust appeared to have no restrictions on where the funds should be
34 allocated. Mr. Rego recommends to placing the total amount of the current donation into the operating
35 account.

36
37 Mr. Rego reported that he had not provided the Board with the June financial report. He commented that he
38 would like to revamp this report to include the market value, balance sheet, profit, losses, etc. for easier
39 reading and understanding. Mr. Rego will obtain the software and work with Mrs. Potter after August 15.

40
41 Mr. Rego stated that he would like to get the Foundation's payroll taxes (monthly and quarterly) filed
42 electronically through QuickBooks. Mr. Rego will work on this task with Mrs. Potter.

43
44 Mr. Rego stated that he would like to redo the 2016 budget as he reviewed the document and questioned
45 the Other Types of Income entries for January and July. Mr. Rego will work with Mr. Warman, assistant
46 treasurer, on a revised budget.

47
48 Mr. Rego advised that access to the bank accounts online would speed up the process of obtaining all the
49 required information to complete the financial report. Ms. Wallen stated that the bank would be able to
50 comply with that request as long as the appropriate documents are signed. Ms. Wallen recommended that
51 the

52 Treasurer be the administrator and Assistant Treasurer and Office Manager have access to the statements.

1
2 Mr. Rego reported to the Board that the 2016 fiscal taxes are due on November 15, 2016. Mr. Rego will
3 need to start the tax process with Smith, Marion & Company.
4

5 Ms. Payne made a motion to place the Allen Trust final distribution check of \$872.43 into the Operating
6 account. **M/S/C (Payne/Pierson) unanimously**
7

8 Mr. Rego made a motion to pursue the process with Pacific Premier Business eBanking for accessing the
9 online bank statements for the Treasurer/Administrator-Robert Rego, Assistant Treasurer-Dennis Warman,
10 and Office Manager-Stacy Potter. **M/S/C (Rego/Wallen) unanimously**
11

12 **Committee Reports**

13 **Executive Directors' Committee**

14
15
16 Mr. Peters reported that there was no Executive Directors' meeting this month. The next meeting is
17 scheduled for Monday, August 8, 2016.
18

19 **Investment & Finance Committee**

20
21 Mr. Rego reported that the Investment meeting was rescheduled from July 28 to Wednesday, July 27 at 12
22 noon.
23

24 **Ad Hoc Liaison Committee**

25
26 Mr. Peters reported that he may have a hard time attending the meeting due to being in court in the
27 afternoon.
28

29 The Foundation Board may review the status of the Library Board of Trustees' June activities. (See Library
30 Board of Trustees' Report dated June 16, 2016.)
31

32 **Unfinished Business:**

33
34 Mr. Rego made a motion to table the approval of the 2016 budget for September meeting.
35 **M/S/C (Rego/Borsuk) unanimously**
36

37 **New Business:**

38
39 The 2016 Roster was distributed to the Board of Directors.
40

41 Ms. Payne made a motion to add Treasurer-Robert Rego as an authorized signer for all bank accounts and
42 investment accounts. **M/S/C (Payne/Wallen) unanimously**
43

44 Ms. Wallen reported that Soledad from El Kiosko Mexican restaurant sent her apologies regarding missing
45 the catering of our Annual Members' Meeting. She sent the Foundation four gift certificates for \$25.00
46 each to be used for a fundraising event. It was suggested to cut the personal expenses for food at next year's
47 meeting.
48

49 Mrs. Potter reported to the Board that she had advised Mr. Peters of problems with the 2007 Microsoft
50 programs not performing as they should during mail merges and calculating formulas. She advised that Ms.
51 Godfrey had donated \$340 towards the purchase of the Office Professional 2016 programs, but total cost
52 was \$399.99. Mr. Rego made a motion to approve full reimbursement of \$399.99 to Mrs. Potter for the

1 online purchase of the 2016 Microsoft Office Professional software programs. **M/S/C (Rego/Pierson)**
2 **unanimously**

3
4 Ms. Payne made a motion for approval to fund the NewsBank database totaling \$4,260. **M/S/C**
5 **(Payne/Wallen) unanimously**

6
7 Ms. Borsuk made a motion to allow Mr. Erjavek to use the Overdrive funds allotted to purchase the records
8 as opposed to materials and to include the acknowledgement of the contributor's name. **M/S/C**
9 **(Borsuk/Wallen) unanimously**

10
11 Ms. Borsuk advised the Board that the school district would be able to print 500 business cards for \$10.00.
12 She will provide the template and/or design the cards for the directors who are interested.

13
14 Mrs. Potter presented the Edison International grant report. (See Report dated July 14, 2016)

15
16 **Announcements**

17
18 Mr. Peters announced the next board meeting will be Monday, September 19, 2016, at 5:30 p.m.

19
20 **Adjournment**

21
22 There being no further business, Mr. Peters declared the meeting adjourned at 7:55 p.m. without objection.

23
24 *Please note that attachments are on file in the Foundation Office with the minutes. They are distributed as*
25 *handouts during the meeting, but are not always available as online documents. It is not possible, at this*
26 *time, to include those that are email attachments.*

27
28 Respectfully Submitted,

29
30
31
32 Kelley A. Wallen
33 Secretary

September 19, 2016
Date of Approval