

- Plante and Moran will be at the June 22, 2010 Board Meeting to present their findings for 2009. Ms. Waarala stated that Plante and Moran changed the way that they do depreciation. They now require the Library to submit depreciation information each year and requested the information from 2005 to present.
- A library staff website committee is forming in order for Cheryl DeCovich to inform and train designated staff members on the transition to using Joomla as the Library's website software program. The members include Cheryl DeCovich, Karrie Waarala, Renee Holden, Kim Burean, Denise Janus and Jean Smiley.

7. **Ongoing Business:**

(a) Approval of Code of Courtesy Policy

**Motion by N. Shone to approve the changes to the Code of Courtesy Policy.
Supported by N. Phillips**

Vote: Yes: Rohe, Landsberg, Philips, Sebrowski, Shone and Mitchell
No: None Motion carried (6-0)

(b) Discussion of how to preserve donated "in memory of" items. The following was suggested:

- A photo album of any donated items with notation of when it was donated and by whom
- A running list of donations past, retired and current
- A digital album on a digital frame placed on the mantel of the Reading Room including a slide of donated books

D. Rohe asked K. Waarala to present the suggestions to the staff and come to the next Board Meeting with a final implementation for the Board to vote on.

8. **New Business:**

(a) Discussion of Staff Appreciation Gifts

K. Waarala asked the Board to discuss the giving of staff gifts this year in regards to the tough economic times and a limited budget. Ms. Rohe felt very strongly that some gift should still be given to the staff but is also sensitive to the budget. Ms. Rohe stated that it is a decision of the Board. After discussion, it was the consensus of the Board to give a gift card within a note to the staff. Ms. Waarala will ask Biggby Coffee for a donation. Ms. Rohe will inquire at The Hallmark store about donating note cards. J. Smiley will supply Ms. Rohe with a staff list.

9. **Adjournment:**

Motion by P. Landsberg to adjourn the meeting. Supported by B. Sebrowski.

Vote: Yes: Rohe, Landsberg, Phillips, Sebrowski, Shone and Mitchell
No: None Motion carried (6-0)

There being no objections, the meeting was adjourned at 4:47 pm.

Submitted by:
J. Smiley, Administrative Assistant
For P. Landsberg, Secretary