

New London Library and Museum
Board of Director's regular meeting- January 20, 2014

Ron Steinhorst called the regular meeting to order at 5:00 p.m. Present: Judy McDaniel, Ginny Schlais, Greg Watling, Chris Bermann, Betty Roberts, Museum Director – Christine Cross, Library Director - Ann Hunt

Excused: Jo Collar

Motion was made by McDaniel/Bermann to accept the minutes of the regular meeting of November 18, 2013. Motion carried.

Motion made by Bermann/McDaniel to approve the January financial reports of the New London Public Library and Museum. Library bills amounted to \$4881.77 and Museum bills amounted to \$271.37. Motion carried. Noted is income for the month – library \$745.00 and museum, \$0. The Library Trust has a balance of \$22,257.46 and the Museum Trust has a balance of \$16,993.30. The Museum restricted collections fund balance is \$120.14. Motion carried.

Public Comment

Museum Director's Report

See attached report.

Library Director's Report

See attached report.

Old Discussion/Action

1. **Task Force:** Ann and Christine met with Mike Koles and we have chosen participants that have been invited to participate (10 of the 15 invited have indicated that they will participate). First meeting is February 12.

New Discussion/Actions

1. **FNLPM internship sponsorship:** Christine reported that FNLPM have completed some strategic planning. It was determined that more help was needed to catalog the collection. A summer intern will be asked to work on the Native American collection. A grant from the FNLPM has been approved to support the project (\$5000.00 for intern, \$1500.00 for supplies and equipment, including laptop). The internship will be advertised at local colleges and universities (see attached job description). Brenda Hansen reported that the FNLPM group continues to grow and they are excited about this project. Motion was made to accept the intern sponsorship by Schlais/Bermann. Motion carried. Motion was made by Watling/Bermann to accept the job description for the intern as printed. Motion carried.
2. **Trustee Essential Chapter 16: Ethics and Conflict of Interest Laws Applying to Trustees:** Ann reviewed the conflict of interest question that applies to all board members to ensure that there is no conflict of interest.
3. **StEPS: Management Section:**
 - a. How to measure success?
 - b. How does performance get reviewed, including board and staff? The Board would like to adapt a relevant review form for reviewing the Museum Director. Christine will come back to the board this summer with some templates to help us with this process. Reviews would happen in the first

quarter of each year beginning in 2015. The Board would also complete a self-assessment in the fall of each year. November 2014 would be the initial board member evaluation.

4. StEPS: Management Standard 11: Records Retention

5. StEPS: Management Standard 12: Institutional Archives

6. Adjourn: Motion by Bermann/Schlais to adjourn at 6:45PM. Motion carried.

Respectfully submitted,

Greg Watling