

## Library Board Meeting Minutes. October 25, 2018

In attendance: Anita Diane Robson, Cathy Ackerson, Emily Griffith, Nancy Parsons, Bethany Nettleton

Call to order 6:30 pm

- Review of minutes. Emily moves approve the minutes. Nancy seconds. All in favor.
- Public comment: Diane Robson received a thank you note from Deborah Bose. Cherri Chapin requested we send Deborah Bose a thank you card.
- correspondence: Bethany Nettleton is receiving lots of positive feedback. Staff is happy.
- Financial Report: accepted
- Committee Reports: no committees met.
- Director's Report: see document
- Friends of the Library: Bethany Nettleton had a positive experience with the Friends. She presented them a document showing funds. She also presented them with a TDL Needs List. The Friends approved the entire list worth nearly \$2000. Diane Robson recommends writing a thank you note.

### Old Business:

- HVAC issues: Insurance company will pay all except the \$1000 deductible. Repairs are in progress.
- Book Donation Policy: Nancy Parsons moves to accept the policy as written. Sue Draper seconds. All in favor.
- Student Loan Policy: Cathy Ackerson moves to accept the policy as written. Emily seconds. All in favor.
- Credit Card Policy: Discussing making purchases using the credit card for purchases, not using personal credit cards in order to get reimbursed. Sue Draper moves for Library staff to use the library credit card for all purchases with the exception of emergency situations. Emily seconds. All in favor.
- County Wide Millage Meeting Re-cap: Bethany Nettleton attended a meeting with Shirley Buursema going over things we should prepare for in advance of the 2020 Millage vote. See document submitted by Bethany Nettleton. Shirley recommended we contact our newly elected officials next month and invite them to the library. We have to spend our fund balances.

### New Business

- Sue Draper moves to hire Bethany Nettleton as the new Library Director. Cathy seconds. All in favor
- Elevator update: rust and water damage. Mary is collected bids to repair the elevator as well as waterproof to prevent future recurring damage. Bethany Nettleton is wondering if we should pay this with the contingency fund. A finance meeting will be scheduled to go over the details of how much is in the contingency fund. Emily Griffith moves to approve the elevator repair project. Sue Draper seconds. All in favor. We will revisit the waterproofing once the bids come in.
- Health Care: Bethany Nettleton is communicating with Michael Mostyn about getting medical, dental, pharmacy, and vision insurance for full time staff as well as potentially something for part timers.
- Help Net: counseling, financial, legal help. Cathy Ackerson moves to approve the contract with Help Net. Nancy Parsons seconds.
- Hiring Process: Lauryn Frump is the new library page. Lizzie Osterman has been offered a job as Circulation Assistant. Sarah Welch will be offered the Youth Services position.
- Personnel Handbook: Bethany is going over the handbook and making sure there are no changes that need to be made.

- Amendment to budget: moving two line items. Can we pay Deb Bose's contract expense into contingency funds? Moved \$2300 out of promotional and outreach. And moved \$4000 out of personnel development. \$6300 went into payroll. Sue Draper moves to approve these adjustments and to pay KDL out of the contingency fund. Emily seconds. All in favor.
- Budget and Finance committee needs to meet.

Nancy Parsons moves to adjourn. Sue Draper seconds.