

The Community Library
Board of Trustees Meeting
August 8, 2019

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:01 p.m. Present: Ruth Ashworth, Fred Barnes, Harriet Berard, Virginia Downs, Ken Hotopp, Jerry Peters, John Scott, Julia Walter, Devon Hedges. Excused: Linda Carpenter, Dee Neary, Janet Sand.

As some necessary information was unavailable, Mr. Scott made a motion, seconded by Mrs. Berard, and was unanimously approved to go into recess.

When Mr. Hedges provided the information, Mrs. Downs made a motion, seconded by Mrs. Ashworth, and was unanimously approved to resume the meeting.

Minutes:

Mrs. Berard made a motion, seconded by Mr. Barnes, and was unanimously approved to accept the July 2019 minutes.

Director's Report:

Mr. Hedges reported that the Summer Program for children and teens was successful and concluded at the end of July.

Treasurer's Report:

The trustees reviewed the current treasurer's report. Mr. Peters presented the bills.

After each trustee reviewed the bills, Mr. Peters made a motion, seconded by Ms. Walter, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

Mr. Peters indicated that there are two bills from Butler, Roland, & Mays. The first bill of \$100 is an installment for the creation of the Master Renovation Plan. The second bill of \$3961.60 is an installment for the upcoming construction. Mr. Peters made a motion, seconded by Mr. Barnes, and was unanimously approved to pay these bills from the renovation savings account.

Facilities:

Mr. Hedges suggested that the fall clean-up day should focus on the first floor North Room and the second floor North Room. Mrs. Ashworth said that she would provide a date at the September meeting.

Personnel:

Since the July meeting, Mr. Hedges has submitted his resignation without an effective date and an offer to continue providing services to the Community Library as needed during the search for a new Director, effective

September 3, 2019. Ms. Walter indicated that the personnel committee is compiling a list of questions for interviewing candidates for the position. The application due date is August 15. Mr. Hedges indicated that he would be happy to serve on an hourly basis as needed during the transition to a new Director, announced that he will continue to provide time to The
Community Library during this transition on a per diem basis.

Policy:

The Personnel Handbook and the Collection Policies were reviewed. Mr. Barnes made a motion, seconded by Ms. Walter, and was unanimously approved to accept these revised policies.

Board Development:

The board survey needs to be submitted to Mrs. Neary and will be discussed at the September meeting.

Unfinished Business:

Ms. Walter suggested the board discuss *The Library Book* at a future meeting.

Important Dates:

September 12, 1:00 p.m. Next regular board meeting

Adjournment:

Mr. Barnes made a motion, seconded by Mrs. Ashworth, and was unanimously approved to adjourn at 2:45 p.m.

Submitted by Virginia Downs