

William H. Bush Memorial Library
Board of Trustees
August 23, 2017 Meeting

A fifteen-minute public forum was held before the regular meeting to allow for public review and comment on the library's CIPA policy.

President Susan McArdle called the monthly meeting to order at 7:04 p.m.

Members Present: John Domagala, Daniel Jantzi, Cheryl Kelly, Susan McArdle, and Nelson Schwartzentruber.

Members Excused: Amy Beyer and Michelle Jones.

Library Staff Present: Brandie Rogers.

The agenda was approved with a motion made by Nelson, seconded by Dan.

Librarian's Report: See the attached notes. Brandie presented a format that could be used to prepare the BOE report to the community. Board members were all pleased with the sample.

Brandie presented the updated computer use policy. The policy was approved with a motion made by John, seconded by Nelson. Carried.

A certified letter was signed by officers to be sent to the patron with several long-overdue items.

Attempts to contact the patron by phone have not been successful.

Secretary's Report: Nelson moved to approve the minutes of the July 26, 2017 meeting as written, Dan seconded the motion. Motion carried.

Old Business: Construction update: Dan will work on the completion of the sidewalk line.

The Rachel White Program was a success.

The County Funding Meeting was held August 9, 2017.

Three fobs have been obtained from STAT. The NCLS drivers have been given fobs to facilitate their access to the building when the library is closed.

Brandie shared information regarding the Internet Project.

Nelson and Dan will consult the latest survey regarding the library's property lines. Of special concern is the line between the library and the Fire Department.

A catalog has been provided for library staff to order collared shirts for work. Karen and Brandie may order 2 long-sleeved shirts and 2 short-sleeved shirts each. Sue, substitute library employee, may order one of each.

Nelson continues to work on obtaining a portrait of President Trump.

The Long-Range Plan Surveys are due August 31. The committee will meet again in September.

Brandie and Karen are attending the workshop August 29 regarding the Web-site Tune-Up Grant-Drupal.

Although the numbers were down, the Summer Reading Program was a success. The evaluation has been submitted.

Nelson distributed the completed and corrected By-Laws to board member.

A motion was made by Nelson, seconded by John to approve the CIPA Policy. Motion carried.

New Business: Wendy Marsh, William Bush's granddaughter, passed away last month. Nelson presented information to the board regarding the Paid Family Leave Act. A motion was made by Dan, seconded by John that the Library cover the cost of the premium. Motion carried. Nelson presented the Holiday Schedule and Payroll Schedule for 2018. A motion was made by Dan, seconded by Cheryl to accept both schedules as presented. Motion carried. Trustee Tips were distributed. Board evaluation was discussed, and will be revisited at a later meeting. Sue shared upcoming workshops with board members.

Next meeting will be held September 27, 2017 at 7:00 p.m.

A motion to adjourn was made by John at 8:04 p.m., seconded by Nelson. Motion carried.

Respectfully Submitted,
Cheryl L. Kelly, Secretary