

William H. Bush Memorial Library
Board of Trustees
June 28, 2017 Meeting

President Susan McArdle called the monthly meeting to order at 7:07 p.m.

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

Members Absent: Michelle Jones.

Also Present: Assistant Librarian Brandie Rogers.

Librarian's Report: See the attached notes. A fob will be given to NCLS for their delivery person to access the foyer outside of regular hours.

Sue Adsit requested to borrow 2 fireman uniforms and one dress from our museum to be placed on display Martinsburg Day. The board approved.

Brandie is requesting Saturday July 1st off, Sue Adsit has agreed to substitute for Brandie that day. Board approves.

Secretary's Report: Nelson moved to approve the minutes of the May 24, 2017 meeting as written, seconded by Dan. Motion carried.

Old Business: The tiles in the desk area have been grouted. The library hours are working well, no negative comments have been made by patrons.

Rachel White will present her program on Saturday July 29, 2017 at 11:00 a.m. Refreshments will be provided by the refreshment committee.

The Bylaws Committee will meet July 11, 2017 at 11:00 a.m. to review their work. Attorney Kevin McArdle read the Charter, reports that the Charter is acceptable as written, no revision is needed.

The Internet Project continues to move forward.

The Policy Committee will meet to work on a Dress Code Policy on July 17, 2017 at 8:00 p.m.

We were reminded that Steve Bolton's Retirement Party RSVP must be made by July 1, 2017. Nelson has agreed to purchase the local history book and a \$30.00 ebay gift card as a retirement gift from the William H. Bush Memorial Library.

The Treasurer's laptop computer has been updated to QuickBooks 17 and Windows10.

A Long-Range Plan Subcommittee consisting of Sue, Amy and John was formed. They will meet July 11, 2017 at 10:00 a.m.

New Business:

The Form 479 for CIPA and Internet Policy was completed by Library Staff.

Brandie will call NCLS to determine what internet filters are in place.

A sample CIPA-Compliant Internet Safety Policy was presented to the board for review.

A motion was made by Amy, seconded by Nelson that we present the CIPA-Compliant Internet Safety Policy at a Public Hearing. Motion carried.

The library staff will contact NCLS for information and direction regarding the public hearing.

Sue shared upcoming workshops.

Our next meeting will be held Wednesday July 26, 2017 at 7:00 p.m.

A motion to adjourn was made by Amy at 8:02 p.m., seconded by John. Motion carried.

Respectfully Submitted,

Cheryl L. Kelly, Secretary