

Minutes of the
November 29, 2017 Meeting
William H. Bush Memorial Library
Board of Trustees

President: Susan McArdle called the monthly meeting to order at 7:05 pm

Members Present: Susan McArdle, Daniel Jantzi, Nelson Swartzentruber, Michelle Jones, Amy Beyer and John Domagala.

Members Absent: Cheryl Kelly

Also present: Librarian Brandi Rogers

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

Librarian's Report: For Policy, have everything in writing (Brandie reported that this was stressed at a workshop she attended).

Nelson suggested we create a "conflict of interest" handout and have it be signed by the board on a yearly basis.

Also, a written inclement weather policy should be available to board members and staff.

Brandie would like to update the computer use policy by removing the sign-up sheet. Motion made by Nelson to remove the log in rule on policy. Seconded by Michelle. Motion carried.

The fiber optic has been hooked up. Jerry gave an estimate for computers to be updated.

Brandie requested to purchase a Keurig coffee maker for coffee hours at the library.

Brandie and Karen would like to trim a tree for the Lewis County Historical Society in 2018.

Brandie will call STAT to fix the low battery issue.

Secretary's Report: Nelson moved to accept the minutes of the November 29, 2017 meeting as written. Daniel Jantzi seconded the motion. Motion carried.

Old Business: Overdue book issue has not yet been addressed by Sheriff's dept.

Long Range plan reviewed. Susan created beautiful packets and handed each board member a copy. They reviewed the plan with a written attached timeline. Changes made: thin clients removed & replaced with 6 computers with Windows 10 compatibility, two staff computers with Sirsi & bar code reader. Susan will edit the long-range plan and email copies to the board members for approval at the next meeting.

Christmas Party December 9th from 10:00am-noon. Susan will wrap books and Amy will purchase refreshments.

Clothing in the Museum-Nelson found out that archival boxes would work well. The clothing should not be washed. Brandie will look into boxes that have a “window” to view the clothing.

Essential Oils program December 2th and the class is full.

Floral Program hosted by Lisk’s Florals is December 20th and this class is also full.

Nelson filed the property tax.

Christmas gifts of \$50 will be given to Capo members and Santa at the Christmas Open House.

New Business: Nelson and John’s terms expire in January 2018 and they have both agreed to serve another term.

Overriding tax cap-nothing has to be done this year.

NCLS has offered an opinion survey for trustees. Susan encouraged board members to check this out.

NCLS now has a new director and her name is Susan Mitchell.

Nelson has asked for budget ideas. None were thought of at this time as most were addressed through the Long-Range Plan.

Nelson made a motion to go into Executive Session and this was seconded by John.

Executive Session: began at 8:02. Christmas gifts were decided upon. Michelle will take care of these and bring them to the Christmas Party. Wages were set for 2018 for all employees. Salary scale approved. Motion made by Michelle and seconded by Daniel.

Motion made by John to close the executive session at 8:17 pm. This was seconded by Dan.

New Business continued:

Nelson said Community Bank has given us an option to ‘go green’ or pay \$2/statement. We will go green.

Next meeting will be January 24, 2018.

Nelson moved to adjourn the meeting at 8:25 pm and was seconded by Michelle.

Respectfully Submitted,

Michelle Jones