

William H. Bush Memorial Library  
Board of Trustees  
August 22, 2018 Meeting

President Susan McArdle called the monthly meeting to order at 7:05 p.m.

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

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

Library Staff Present: Brandie Rogers.

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

**Librarian's Report:** See attached notes. The Summer Reading Program was a success! Money allotted for programming in the 2018 budget is available for the Fall craft program, board suggested up to \$200.00 may be used for this program.

The Meeting Room Use Agreement has been updated by library staff. It was reviewed by the board and approved with a motion made by Nelson, seconded by Amy.

The Policy Committee will develop a policy for bulletin board postings.

**Secretary's Report:** Dan moved to approve the minutes of the July 25, 2018 meeting as written, seconded by Nelson. Motion carried.

**Old Business:** Dan reported on the sidewalk line, property survey and the cracked tile. Once the property is surveyed, a decision will be made as to where to plant the new tree.

Sue reported on the deeds: She found 3 deeds: 2001, 1995, 1925. There should also be a deed dated in the 1980's. Sue will investigate this.

Dan shared the quote received from William C. Brown and Son, Inc. for furnace replacement. Discussion was held. The quote received from EMM Heating and Plumbing was also reviewed. A motion was made by Amy, seconded by John that Wm. C. Brown and Son, Inc. be hired to install the new furnace in the Spring of 2019. Motion carried with one abstention. Dan will contact Brown's.

A motion was made by Nelson, seconded by Michelle that we hire Sue Boldt as substitute librarian. Motion carried. Karen and Brandie will contact Sue and begin her training in the library.

Library staff will survey patrons to gather topics for Tech Help.

Discussion was held regarding the No-Fine Policy. Too soon to determine if there is any change in patron behavior regarding over-due items.

Good Times Old Times Program: Dan suggested Dawn Manzer for such a program. Sue will contact Dawn.

Guidelines were written for the following committees:

Long-Range Plan Committee

Policy Committee

Finance Committee

**New Business:**

Sue shared information on available workshops and meetings, as well as correspondence from NCLS.

Nelson presented the 2019 Holiday Schedule. A motion was made by John, seconded by Amy that the schedule be approved with a closing time of 6:00 p.m. on Thanksgiving Eve, Wednesday November 27, 2019.

The next meeting will be held Wednesday September 26, 2018 at 7:00 p.m.

A motion to adjourn at 8:17 p.m. was made by Amy, seconded by Dan. Motion carried.

Respectfully Submitted,

*Cheryl L. Kelly, Secretary*