

William H. Bush Memorial Library  
Board of Trustees  
February 28, 2018 Meeting

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

Members Present: Susan McArdle, John Domagala, Amy Beyer, Nelson Schwartzentruber, and Chery Kelly.

Members Excused: Daniel Jantzi and Michelle Jones.

Library Staff Present: Brandie Rogers

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

**Librarian's Report:** See the attached notes. Brandie has completed the report to the community and shared the document with the board. Very nicely done! A motion was made by Nelson, seconded by Amy that we accept the report as presented. Carried. It will be shared with the local school districts. The overdue items have been replaced. The borrower has not been located.

The annual report has been completed.

Re-Creation USA Program: Sue reported that the LACS auditorium is available May 12 if we wish to reserve it for the program. The cost of the program is \$1500.00. Library staff is contacting others in the community who may be able to help fund the program. Discussion was held regarding the library's program plans for the year. A motion was made by Amy, seconded by John that we allocate \$400.00 for the Re-Creation USA Program if other sponsors can contribute the remainder.

**Old Business:**

The Building Inspection has been completed, no violations found.

As a board, we completed the overall Board Assessment and discussed the board statements that need to be improved upon. These items will be worked on as a board.

Nelson and Dan will work on the issue of the property lines in the Spring.

The Conflict of Interest Statements were signed by each board member in attendance. The library employees will also each sign a statement.

Sue Adsit is taking care of the preservation of the clothing in the museum.

Nelson shared information regarding furnace work and possibly changing from oil to propane. Nelson will get information regarding cost.

**New Business:**

The Long-Range Plan 2018 Actions were discussed and the following decided:

Nelson will contact Nate DeGeorge regarding the cabinet with doors to be built below the copier and printers.

John will contact Benjamin Fouse regarding the lighting between bookshelves and rearranging the fixtures.

Nelson will also contact Nate DeGeorge to have him refinish the outside display case.

Brandie will choose wall art for the children's section.

Sue will contact Brandon Roggie regarding the "Help Hour" with a professional to determine his interest in helping with this service.

Brandie will contact NCLS to determine the availability of Windows 10 at this time and whether it will go on Thin Client. Two new staff computers are needed this year.

A letter was received from the Martinsburg Fire Department requesting contributions. A motion was made by John, seconded by Amy that the library contribute \$200.00 to the Department. Motion carried.

A thank you note was shared from L.C. Chamber of Commerce for our membership renewal.

Our next meeting will be held March 28, 2018 at 7:00 p.m.

A motion to adjourn at 8:15 was made by Amy, seconded by Nelson.

Respectfully Submitted,  
*Cheryl L. Kelly, Secretary*