

William H. Bush Memorial Library  
Board of Trustees  
September 26, 2018 Meeting

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

**Members Present:** Amy Beyer, John Domagala, Dan Jantzi, Cheryl Kelly, Susan McArdle, and Nelson Schwartzenruber.

**Members Absent:** Michelle Jones

**Library Staff Present:** Brandie Rogers

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

**Librarian's Report:** See the attached notes. The Christmas Tree needs to be replaced, Brandie will purchase a new pre-lit Christmas Tree for the library.

**Secretary's Report:** Nelson moved to approve the minutes of the August 22, 2018 meeting as written, seconded by Dan. Motion carried.

**Old Business:** Dan reported that the Library Property has been surveyed, and the borders are clearly marked. The cracked tile has been repaired. Dan will also speak with the groundskeeper regarding the mulch around trees.

Kyle Smithling will be hired to shovel sidewalks this winter.

Benjamin Fouse will be working on the lighting this fall. William C. Brown and Son, Inc. will replace the furnace in the Spring of 2019.

Patrons expressed an interest in learning about Excel during a Tech Help Hour at the library. This will be arranged and advertised by Library Staff.

Nelson will contact West Wind to arrange snow plowing for this winter.

Amy will contact All Seasons Landscaping to arrange the planting of two maple trees.

Library Staff discussed the No – Fine Policy Trial and the advantages they noted during the trial period.

*A motion was made by John and seconded by Dan that we adopt a No-Fine Policy for overdue books.*

*Motion carried.*

Sue distributed Library Committee Guidelines to board members.

Sue is working with Dawn Manzer's daughter, Marcia, to arrange a Good Times Old Times Program.

The Policy Committee will develop a policy for the community's use of the Library's bulletin board.

Nelson distributed the revised 2019 Holiday Schedule.

Nelson distributed the 2019 Payroll Schedule. *A motion was made by Dan, seconded by Cheri to approve the payroll schedule. Motion carried.*

**New Business:**

The New Trustee Handbook can be accessed online on the NCLS website.

Trustees reviewed the PULISDO letter regarding the feasibility of a state regulation that would require trustee training. PULISDO is requesting feedback from trustees across the state. Trustees are encouraged to complete the survey.

The October meeting will be held October 24, 2018 at 7:00 p.m.

A November meeting will be held November 28, 2018 at 7:00 p.m.

Long Range Planning Committee will meet October 15, 2018 at 10:00 a.m.

The Christmas Open House will be held December 8, 2018 10:00 a.m. – 12:00 noon.

A motion to adjourn at 8:03 p.m. was made by Amy, seconded by Nelson. Motion carried.

Respectfully Submitted,

*Cheryl L. Kelly, Secretary*