

Winifred Knox Memorial Library

Regular Meeting of the Library Board of Trustees

Tuesday, November 14, 2017

**Trustees present:** Jeff Munson - Director, Bev Power – President, Geri Twardowski - Vice President, Susie Murphy- Secretary, Marilyn Spangler, Amy Runkle - Book Keeper, Patti Forrester – absent, Dean McMillion- absent, Ruth Newcomer- absent.

Call to order 6:30 p.m.

**Public comments-** None

**Secretary's report** - presented, a motion by Marilyn Spangler, 2<sup>nd</sup> by Geri Twardowski, the motion passed Secretary's Report accepted as presented.

**Treasurer's report-** presented, a motion by Susie Murphy, 2<sup>nd</sup> by Geri Twardowski, the motion passed Treasurer's Report accepted as presented.

**Director's report-** presented, a motion by Geri Twardowski, 2<sup>nd</sup> by Marilyn Spangler, the motion passed, Director's report accepted as presented.

**Old business-** Marilyn created a draft of a staff evaluation sheet for the Director for review by trustees to be discussed at a later date.

**New business-**

- a. Staff Christmas bonus – suggestion of keeping it the same as last year. A \$50.00 check to each staff member (5 staff members). A Motion was presented by Geri Twardowski and 2<sup>nd</sup> by Marilyn Spangler. The motion passed as presented.
- b. Per capita Grant reading material included in board packet to be discussed by Trustees in January so Jeff can complete his report. (Chapter 12 Safety, Trustee Facts file chapter 1-5).
- c. Meadows/Nursing Home request – Asked if we could be a temporary shelter if evacuation occurred for no more than 24 hours. A list of what would need to be provided was provided to review for discussion. Further discussion to made in January to provide as an additional shelter as the library does not have the space to accommodate everyone. A request to invite the administrator to the January board meeting for questions.
- d. The chairs in the YA room have table tops. Two of the chairs have broken. SBM have provided an estimate to replace the table tops and arms of the chairs. We also have prices for new chairs that would cost less than the 2 repairs. Marilyn Spangler made a motion to purchase the gray leather guest chair with tablet arm,

chrome legs and cup holder. Geri Twardowski 2<sup>nd</sup> the motion. Motion approved as presented.

e. Director presented that the library be closed on December 26 due to Christmas Eve falling on Sunday. Motion presented by Susie Murphy and 2<sup>nd</sup> by Marilyn Spangler. Motion approved.

g. Other – During the Christmas walk the library will hold a book sale, raffles and presenter Laure Keys will have the program Laure Ingalls Wilder Christmas Memories from 5:30 -6:30 p.m.

h. Board Trustees are to bring a dozen cookies to the library for the Christmas walk on December 8<sup>th</sup>.

i. Marilyn Spangler presented a motion to send a plant to Michelle's family for their recent loss. Geri Twardowski 2<sup>nd</sup> the motion. Motion passed as presented.

Susie Murphy made a motion to adjourn

Adjournment- 7:17 p.m.

Next meeting is Tuesday, January 9, 2017, at 6:30 p.m.

Committees: Building –Dean McMillion, Bev Power

Finance – Marilyn Spangler, Ruth Newcomer, Bev Power

Policy and Procedure- Patti Forrester, Susie Murphy, Geri Twardowski