

# Boone Area Library Board of Trustees Meeting

## Tuesday, November 21, 2017

**Call To Order:** The meeting was called to order by Board Chair Susan Fix at 7:00 pm. Those in attendance were Trustees Susan Fix, Jennifer Harding, Matthew Lamm, Cheryl Martinozzi, Julia Olafson, Kim Unger and Interim Director Eileen Simms.

**Presentation:** Mr. and Mrs. Kaufmann and Mr. Myers of the Rotary Club presented the Board with a check for \$3000.00 for the purchase of Android and Apple tablets to be used for programming. The Board gratefully accepted and promised to provide a receipt and plan via email.

**Minutes:** The minutes of the October 2017 meeting were reviewed. 4 corrections were brought to light. Julia Olafson motioned to adopt the minutes with the corrections and Cheryl Martinozzi seconded. The motion passed.

**Report of the Library Director:** Interim Director Eileen Simms presented the Report of the Director. Highlights:

- Juvenile circulation was down from last year but no specific reason was known.
- Bookstore sales were up from last year due to a long running book sale.
- Eileen along with Library Assistant Lisa Strouse attended Staff Development Day at Systems on 11/7.
- A search for a Library Aide has begun and applicants are currently being interviewed.

**Report of the Treasurer:** Highlights:

- A correction was made to the date on Page 3 of the Treasurer's Report.
- We are currently taking in a little less and spending a little less, due to staff vacancies.
- We are on target for Annual Giving and purchases for the collection.

Jenn Harding motioned to accept the Treasurer's report with the correction and Cheryl Martinozzi seconded. The motion passed. In addition, a proposal was made to invert the extra payments from the absence of a Director's salary, thus giving the higher amount to the credit line this month. Cheryl Martinozzi motioned to do this, and Jenn Harding seconded. The motion passed.

**Report of the Chair and Trustees:**

- The advertisement for the Director's position was inadvertently not posted due to an error.

**Report of the Property Committee: Highlights:**

- Matt Lamm will be meeting with Hillcrest Roofing on 11/24 to discuss gutter replacement and roof repair.
- Matt Lamm will continue to pursue Ewing Key and Lock to replace the front door lock.
- Matt Lamm and Sue Fix shared information gained from a visit with a local retired electrician. Matt Lamm will contact Electricians Local 745 after the Holiday Season to discuss lighting and other electrical issues.
- Sue Fix shared information gained from the recent alarm system inspection and a quote to connect the two doors in the rental room. Julia Olafson motioned to go ahead with the connection, and Kim Unger seconded. The motion passed. Matt Lamm will contact the alarm company.

**Report of the Raffle Committee:**

- There are still several local businesses to be contacted. The list was reviewed and Board members signed up for available businesses to contact.

**Report of the Fundraising Committee: Highlights:**

- Julia Olafson explained the current status of the upcoming Annual Giving letter.
- Julia Olafson will be emailing everyone a list of needs for the Breakfast with Santa.
- A fundraising committee meeting is scheduled for 11/29 at 6:30pm with the focus on Annual Giving and the Santa Breakfast.

**Old Business:**

- The purchase policy was reviewed, corrections were made, and it was tabled as certain items will need to be checked against the bylaws.
- The interim director will orchestrate training for all staff members on the rental room Google calendar.

**New Business:**

- The Board gratefully received Lynn Gibson's recension of her resignation. Kim Unger motioned to accept the recension and Jenn Harding seconded. The motion passed.
- The Board regretfully accepted the resignation of Julia Olafson, effective 12/3, and gratefully acknowledged Julia's service.
- Cheryl Martinozzi, on behalf of the Nominating Committee, presented the slate of officers for 2018. The slate is as follows: Cheryl Martinozzi as Chair, Kim Unger as Vice Chair, Susan Fix as Treasurer, and Matt Lamm as Recording Secretary.
- We do not currently have a Redner's Receipts policy, however, Julia Olafson had given a list of instructions from Redners to Eileen Simms. Jenn Harding will write a policy.

**Executive Session:** At 8:58 pm, the Board went into an executive session to discuss staff pay rates. The executive session lasted until 9:23 pm.

**New Business, resumed:**

- **Budget Committee:** Julia Olafson presented the 2018 Budget. Discussion followed. Some changes were made to reflect items discussed in the executive session.
- **Grant Committee:** A Grant Committee, to consist of Susan Fix, Cheryl Martinozzi, and Jenn Harding, was formed and will convene in January.

**Adjournment:** At 9:57pm, Jenn Harding made a motion to adjourn the meeting, and Kim Unger seconded. The motion passed. The next meeting is December 19, 2017, at 7pm.

Respectfully submitted,  
Matthew T. Lamm, Secretary