

Elizabeth Titus Memorial Library Board of Trustees Minutes

1. Call to Order

- Meeting called to order by: Cheri Rich (President)
- Meeting Location: Elizabeth Titus Memorial Library Board Room
- Meeting Date: 08-27-2019
- Time of Call to Order: 16:31

2. Roll Call

- Officers in Attendance: Cheri Rich (President), Erin Wade (Vice-President), Mike McLaughlin (Secretary), Lynn Elder (Treasurer)
- Trustees in Attendance: Ellen Feeler, Kathy Price, Ann Short, Jennifer Love, Nancy Elder
- Board Members Absent: None
- City Employees in Attendance: Michelle Nolen (Library Director)

3. Review/Approve minutes of previous board meeting:

- Date of previous minutes: 07-23-2019
- Motion made to: Approve minutes as presented
- Motion made by: Lynn Elder
- Motion Seconded by: Kathy Price
- Aye Votes: Cheri Rich, Mike McLaughlin, Jennifer Love
Ellen Feeler, Ann Short, Nancy Elder, Lynn Elder
Kathy Price, Erin Wade
- Opposed Votes: None
- Result: Motion Carried

4. Approve/Disapprove Treasurer's report and payment of bills:

- Motion made to: Approve treasurer's report and payment of bills
- Motion made by: Lynn Elder
- Motion Seconded by: Ann Short
- Aye Votes: Cheri Rich, Mike McLaughlin, Jennifer Love
Ellen Feeler, Ann Short, Nancy Elder, Lynn Elder
Kathy Price, Erin Wade
- Opposed Votes: None
- Result: Motion Carried

5. Public forum acknowledgement:

- None present

6. Librarian's report:

- Presented by: Michelle Nolen (Library Director)

Discussions:

- The library had a young boy got his finger caught in the bathroom door. The door is equipped with "pinch pads" but improvements to safety (a slower closing door cylinder) are being looked in to. The boy did lose part of his finger, but it was able to be reattached.
- The following day a mower threw a rock and broke a glass door pane. The glass company is coming to replace it on 08/28/19. Turning it into insurance to pay depends on what the window replacement cost is
- The carpets (and chairs) were cleaned on August 5th.
- Door counters are showing an average of 210 people entering the library every day.
- The October board meeting needs to be moved due to Michelle attending the ILA conference on that day (October 22nd). The board members will vote on the new date during the September meeting.
- Summer reading had over one hundred kids signed up and sixty-five kids did reading (around 16,500 minutes combined).
- Kindergarten prep and homeschool classes are starting in September. They will meet every other Thursday and Friday. The homeschooling classes have generated quite a bit of interest.
- Crazy eights is starting up in September on Mondays and Tuesdays (for eight weeks).
- Matter of Balance classes are starting up at the library in September 17th as well.

- Motion made to: Approve librarian's report
- Motion made by: Nancy Elder
- Motion Seconded by: Kathy Price
- Aye Votes: Cheri Rich, Mike McLaughlin, Jennifer Love
Ellen Feeler, Ann Short, Nancy Elder,
Kathy Price, Erin Wade
- Opposed Votes: None
- Result: Motion Carried

Note: Lynn Elder had to leave the meeting prior to the vote.

7. Old business:

- No old business

8. New business:

- Reviewed changes to Laptop Policy.
 - a. IT costs went from \$80 to \$90.
- Motion made to: Approve the Laptop Policy
- Motion made by: Ellen Feeler
- Motion Seconded by: Ann Short
- Aye Votes: Cheri Rich, Mike McLaughlin, Jennifer Love
Ellen Feeler, Ann Short, Nancy Elder,
Kathy Price, Erin Wade
- Opposed Votes: None
- Result: Motion Carried

9. Other business:

- Library Board members need to read chapter 13, check out the Digital Public Library of America online, and find some online education about Organizational Management; if they have not yet done so.

10. Adjournment:

- Motion made to: Adjourn
- Motion made by: Mike McLaughlin
- Motion Seconded by: Erin Wade
- Aye Votes: Cheri Rich, Mike McLaughlin, Jennifer Love
Ellen Feeler, Ann Short, Nancy Elder,
Kathy Price, Erin Wade
- Opposed Votes: None
- Result: Motion Carried

Meeting adjourned at: 16:44

These minutes respectfully submitted by:

Mike McLaughlin (Secretary)

