

MINUTES
ELIZABETH TITUS MEMORIAL LIBRARY
BOARD OF TRUSTEES
DECEMBER 19, 2017

The December meeting of the ETML Board of Trustees, held in the Library Board Room, was called to order at 4:30 p. m. by President, Nancy Elder. Those in attendance: Lyn Banning, Mike McLaughlin, Kathie Price, Erin Wade, Kathy Wood, Librarian, Michelle Nolen and Mayor, Ann Short. Lynn Elder, Bill Highland and Cheri Rich were absent.

The minutes of the November meeting were read. Mike made a motion seconded by Erin to accept as written. Voting was as follows: Bill, absent; Cheri, absent; Erin, aye; Kathie, aye, Kathy, aye; Lyn, aye; Lynn, absent; Mike, aye; Nancy, aye. Motion passed.

FINANCE COMMITTEE REPORT:

1. Treasurer's report was given by Nancy and approved subject to audit. Motion to accept by Kathy seconded by Kathie. Voting was as follows: Bill, absent; Cheri, absent; Erin, aye; Kathie, aye; Kathy, aye; Lyn, aye; Lynn, absent; Mike, aye; Nancy, aye. Motion passed.

LIBRARIAN'S REPORT:

1. State ordered a New Sexual Harassment Policy which will follow city policy.
2. Air conditioning: More work last couple of weeks.
3. Cookie decorating will be December 21st, 3-5 p. m. For all ages.
4. Escape Room open during Christmas break 10 a. m. to 3:00 p. m. No Saturdays.
5. Ornament donation: 41 ornaments and \$30 donated.
6. Email from State Library stating we will be getting Per Capita Grant funds. No idea when. State is stressing safety. Perhaps, outside lighting and cameras.
7. Michelle attended an Active Shooter Training class in St. Joe. Very informative.
8. Circulation Stats sheet reviewed.

OLD BUSINESS:


1. Lyn made a motion seconded by Kathie to approve the revisions to the Unattended Children's Policy. Voting was as follows: Bill, absent; Cheri, absent; Erin, aye; Kathie, aye; Kathy, aye; Lyn, aye; Lynn, absent; Mike, aye; Nancy, aye. Motion passes.

NEW BUSINESS:

Kathy made a motion seconded by Mike to approve the Circulation Policy as written. Voting was as follows: Bill, absent; Cheri, absent; Erin, aye; Kathie, aye; Kathy, aye; Lyn, aye; Lynn, absent; Mike, aye; Nancy, aye. Motion passed.

ADJOURNMENT: Mike made a motion seconded by Lyn to adjourn at 4:55 p. m.

Respectively submitted,


Secretary