

## 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: 06-25-2019
- Time of Call to Order: 16:30

### 2. Roll Call

- Officers in Attendance: Cheri Rich (President), Lynn Elder (Treasurer), Mike McLaughlin (Secretary)
- Trustees in Attendance: Ellen Feeler, Kathy Price, Nancy Elder, Ann Short, Bill Highland
- Board Members Absent: Erin Wade (Vice-President)
- City Employees in Attendance: Michelle Nolen (Library Director)

### 3. Review/Approve minutes of previous board meeting:

- Date of previous minutes: 05-28-2019
- Motion made to: Approve minutes as presented
- Motion made by: Bill Highland
- Motion Seconded by: Kathy Price
- Aye Votes: Cheri Rich, Mike McLaughlin, Ellen Feeler, Ann Short, Kathy Price, Nancy Elder
- Opposed Votes: None
- Present/Abstain Votes: Bill Highland, Lynn Elder
- 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: Nancy Elder
- Aye Votes: Cheri Rich, Mike McLaughlin, Ellen Feeler, Ann Short, Lynn Elder, Kathy Price, Nancy Elder, Bill Highland
- Opposed Votes: None
- Result: Motion Carried

5. Public forum acknowledgement:

- None present
- The board members spoke briefly about protocol for a member of the public that wishes to speak (i.e. applying to do so, and distances that must be kept from board members \*10 feet\*)

6. Librarian's report:

- Presented by: Michelle Nolen (Library Director)

Discussions:

- Summer reading has been going well.
- Michelle went to Springfield to help with Director's University.
- Kid's beginning sewing class has twelve participants (on ten sewing machines) and we still have a waiting list.
- There are twenty-one kids signed up for the July Independence Camp. A different church is providing food each day, and there will be a pizza party on Friday.
- The digital sign is installed, but the electricians will not be available for two weeks.
- Michelle will have the IPLAR by the end of week.
- The library is hoping to participate in the US Space and Rocket Center rocket launch on July 16 (celebrates 50<sup>th</sup> anniversary of the Apollo landing).
- Michelle will be on vacation from July 5<sup>th</sup> through July 14<sup>th</sup>.
- The guitar classes start July 8<sup>th</sup>.
- There is about \$1,900 left in the Reader's Bridge account. As June is the end of their fiscal year, new donations are anticipate starting in July. If the account is depleted, the program will be suspended until funds are available again.
  
- Motion made to: Approve librarian's report
- Motion made by: Ann Short
- Motion Seconded by: Ellen Feeler
- Aye Votes: Cheri Rich, Mike McLaughlin,  
Ellen Feeler, Ann Short, Lynn Elder,  
Kathy Price, Nancy Elder, Bill Highland
- Opposed Votes: None
- Result: Motion Carried

7. Old business:

- No old business discussed.

8. New business:

- Personnel Policy, Disaster Plan, and Freedom of Information Act review.
- Motion made to: Approve all three policies as presented.
- Motion made by: Lynn Elder
- Motion Seconded by: Bill Highland
- Aye Votes: Cheri Rich, Mike McLaughlin,  
Ellen Feeler, Ann Short, Lynn Elder,  
Kathy Price, Nancy Elder, Bill Highland
- Opposed Votes: None
- Result: Motion Carried

9. Other business:

- Bill Highland is leaving the library board, effective after the current meeting.
- Bill's recommendation for a replacement is Jennifer Love.
- The board gave Michelle permission to give Jennifer's name to Richard for the next City Council meeting.
- Library Board members need to read chapter 12 (advocacy), view an organizational management video, and check out the Digital Public Library of America online.

10. Adjournment:

- Motion made to: Adjourn
- Motion made by: Lynn Elder
- Motion Seconded by: Bill Highland
- Aye Votes: Cheri Rich, Mike McLaughlin,  
Ellen Feeler, Ann Short, Lynn Elder,  
Kathy Price, Nancy Elder, Bill Highland
- Opposed Votes: None
- Result: Motion Carried

Meeting adjourned at: 16:49

These minutes respectfully submitted by:

Mike McLaughlin (Secretary)

