

Elizabeth Titus Memorial Library – Board of Trustees Meeting Minutes

Date: 06-26-2018

Time: 16:30

1. Call to Order:

- Done by Nancy Elder (Board President) @ 16:30

2. Roll Call:

- Officers in Attendance:
 - Nancy Elder (President)
 - Mike McLaughlin (Vice-President / acting Secretary)
 - Lynn Elder (Treasurer)
- Trustees in Attendance:
 - Lyn Banning
 - Bill Highland
 - Kathy Price
 - Cheri Rich
 - Erin Wade
- Others in Attendance:
 - Ann Short (Mayor)
 - Michelle Nolen (Library Director)

3. Review / Approve minutes of previous Board of Trustees meeting:

- Date of minutes to be approved was 05-22-2018.
- Motion to **approve minutes as presented** was made by Bill Highland.
- Second to approve same was made by Erin Wade.
- Aye votes: Nancy Elder, Mike McLaughlin, Lynn Elder, Lyn Banning, Bill Highland, Kathy Price, Cheri Rich, Erin Wade.
- Opposed votes: None
- **Motion carried**

4. Treasurer's Report / Payment of Bills:

- Report presented by: Lynn Elder
- Motion to **approve treasurer's report as presented, and to proceed with payment of bills** was made by Lynn Elder.
- Second to approve same made by Lyn Banning.
- Aye votes: Nancy Elder, Mike McLaughlin, Lynn Elder, Lyn Banning, Bill Highland, Kathy Price, Cheri Rich, Erin Wade.
- Opposed votes: None
- **Motion carried**

5. Public Forum Acknowledgement:

- No members of public present at the meeting.

6. Librarian's Report to the Board:

- Report presented by: Michelle Nolen
- Discussions:
 - A. Summer Reading kickoff and duration (runs through August 2018).
 - B. Small berm to be completed on property by July 4th 2018.
 - C. Vandalism on library property (outside of building): Plant dug up, smoker's butt disposal can missing.
 - D. Outside security cameras will be installed in response to vandalism and safety/security concerns.
 - E. Bad thermostat caused boiler to use around 400 therms of gas. Replaced.
 - F. Board is still in need of replacement for Kathy Wood.
Formal suggestions for a replacement to be given by Board Members during July's meeting.
 - G. Kathy Wood's family is donating a statue to the Library.
Kathy sat as a Board member from 1998-2018.
 - H. Library should receive certification in August 2018 to legally dispose of records that are due for such activity (e.g. 1980's check stubs). Meeting Agendas are to be kept indefinitely.

7. Old Business:

- None

8. New Business:

- New Library Board Officers
- Discussions:
 - A. New Secretary needed to replace Kathy Wood.
 - B. Mike McLaughlin announced willingness to serve as Board Secretary if nominated.
 - C. Cheri Rich announced willingness to serve as Board Vice-President if nominated.
- Nancy Elder nominated Mike McLaughlin for the office of Board Secretary.
- No other nominations followed.
- Call for vote
- Vote Tally:
 - A. Votes for Mike 8
 - B. No other votes were cast
- **Vote carries. Mike McLaughlin leaves office of Board Vice-President and into office of Board Secretary**
- Nancy Elder nominated Cheri Rich for the office of Board Vice-President.
- No other nominations followed.
- Call for vote
- Vote Tally:
 - A. Votes for Cheri 8
 - B. No other votes were cast
- **Vote carries. Cheri Rich takes the office of Board Vice-President.**

9. Other Business:

- Library Board requirements for the 2019 Per Capita Grant
 - A. Trustee Fact Files Chapter 7 was distributed to all Board Members

10. Adjournment:

- Motion **to adjourn** was made by Lynn Elder
- Second to same was made by Bill Highland
- Aye votes: Nancy Elder, Mike McLaughlin, Lynn Elder, Lyn Banning, Bill Highland, Kathy Price, Cheri Rich, Erin Wade.
- Opposed votes: None
- **Motion carried**
- Meeting adjourned at 16:59

Meeting Minutes taken, and respectfully submitted by:

Mike McLaughlin - Secretary

