Whitesville Public Library

Meeting Minutes September 18th, 2018

Meeting was called to order at 7:17pm with Karen Smith, Kayla Bissett, Joanna Clark, Sue Ellison, Kristi Garis and Kerry West in attendance. .

Accepted minutes from August 2018 meeting. I motioned to accept the minutes. Kerry seconded the motion.

**Financial Reports:** Financial Report from August was accepted. The Construction Aid money has been deposited. Kerry motioned to accept the report and Kristi seconded the motion.

**Bills for review**: There were two bills for review. Toshiba for $327 for colored ink and another to North East Office for a total of $142.33 for colored paper and copy paper for the printers. Kristi motioned to accept these purchases and Kerry seconded the motion.

**Director’s Report:** Chris Lukacz will be hosting the Adventure Gardens program at the library on September 26th at 6pm. The board agreed with Karen that the secure website was in the library’s best interest and approved that the expense of this will be paid from bulletaid. The library also agreed that the library trustees and employees should have insurance to be safe. Kay from Richardson and Stout is getting us a quote. Kerry motioned to accept the purchase of library insurance and Kristi seconded the motion. The board will provide snacks for the Pumpkin Patch program on October 8th and will let Karen know what those snacks will be in advance to the program. Karen has contacting the Ladies Auxiliary about the Christmas trees in the lawn, but we are still waiting to hear back from them on whether or not they plan to do this again this year. Darius Matteson, who has been taking care of the library lawn, has resigned due to having an upcoming knee surgery. The board has agreed that Karen pay him for the remaining amount owed if under $100. I motioned to accept this payment and Kerry seconded the motion. The board was thinking about asking CJ Estep if he would be interested in picking up the job based on his past work history. Until the job is filled, the board members and family will cover the maintenance. Kerry motioned to accept the Director’s Report and Kristi seconded.

**Budget Committee Report:** Lori plans on attending our October meeting.

**Building and Maintenance Report:** nothing to discuss

**Fundraising Report**: nothing to discuss

**Policy and Procedures Report:** nothing to discuss

**Old Business:** nothing to discuss

**New Business**:

1. The board has come up with an annual review for Karen. The board will fill out the review and have it to Joanna before the meeting on October 16th. Karen will also be doing a self evaluation as well as an evaluation for Sarah Denhoff. Sue and Joanna will sit down with Karen after the October 16th board meeting to discuss the results of Karen’s review. Karen’s annual review will fall in August on the anniversary of her hire in years to follow.
2. Joanna thought it would be a good idea to trim back the tree in front of the library and plant flowers underneath it for next spring.

**0ctober’s board meeting will be on 0ctober 16th, 2018.**

Meeting was adjourned at 8:06pm. Kerry motioned to adjourn the meeting and Kristi seconded the motion.