Whitesville Public Library

Meeting Minutes October 16th, 2018

Meeting was called to order at 7:03pm with Karen Smith, Kayla Bissett, Joanna Clark, Sue Ellison, and Kerry West in attendance. Lori Bowkner was also in attendance to discuss our budget.

Accepted minutes from September 2018 meeting. Susan motioned to accept the minutes. Kerry seconded the motion.

**Financial Reports:** Financial Report from September was accepted. I motioned to accept the report and Susan seconded the motion.

**Bills for review**: The board motioned to pay Darius Matteson $100 for his lawn mowing. Kerry motioned and I seconded. The trustee insurance is going to cost $335. Susan motioned to accept this bill and I seconded. The insurance was made effective September 30th 2018. We also had to pay our $116 box rental fee to the post office. I motioned to accept and Susan seconded.

**Director’s Report:** Karen has talked to the Auxiliary and the board has decided to put up one community Christmas tree in front of the library. It was discussed that the board plans on purchasing the tree from the boy scouts in Genesee. Depending on the price, the board may be interested into chipping in and buying the tree for the library. The Chocolate Sale has been set for Wednesday, February 13th from 9-5 and Thursday, February 14th from 2-6. Santa was scheduled at the same time as the Whitesville Christmas Concert. Karen has contacted them and they are able to reschedule for us. Susan motioned to accept the Director’s Report and I seconded.

**Budget Committee Report:** Lori came to discuss our budget with us. The board decided to accept the tax cap levy. Susan motioned and I seconded. Lori brought to our attention that Armstrong has said the cost of internet will be rising, but they will not know the exact amount until March. The board decided to raise the Armstrong budget $20 on month to cover the unknown cost in 2019. Bulletaid will be taken out of our specified funds for the year of 2019. Minimum wage is also going up January 1st from $11.10 to $11.40. Lori has done our book keeping since January 2016 and is requesting a raise. She started out making and is still making $208 a month which includes filing our tax returns. The board has decided to create a budget with tentative salaries for Karen and Lori. After the November meeting, we plan on having an executive session to discuss Karen’s review and to discuss salary changes. Lori is also going to contact Brian and Margo about unemployment insurance. We are currently not paying because of our size, but Lori has noticed that other libraries similar in size still pay. She is going to verify with Brian and Margo to make sure we are still okay.

**Building and Maintenance Report:** The new roof needs to be completed by June 30th, 2019. If it is not, then we will need to file for a 1 year time extension.

**Fundraising Report**: Chocolate sale is set: Wednesday 13th 9-5 and Thursday 14th 2-6.

**Policy and Procedures Report:** Karen has completed the Sexual Harassment Policy. Kerry motioned to accept this policy and Susan seconded the motion.

**Old Business:** Joanna plans on planting bulbs and wedding after the first frost.

**New Business**:

1. The board has completed a Library Director Evaluation. Sue and Joanna will meet with Karen within the next couple weeks to discuss the review. No date and time was set.
2. Joanna is looking into getting a plaque engraved for the bench in Dean Lewis’ name for donating his time to the library.
3. Joanna will also be contacting Margo to discuss the other two topics the board was interested in.
4. The board talked about having a Paint and Sip sometime in December.

**November’s board meeting will be on November 20th, 2018.**

Meeting was adjourned at 8:18pm. Kerry motioned to adjourn the meeting and Sue seconded the motion.