

**MORRIS AREA PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES MEETING  
Monday, December 12, 2016 at 6:30 PM  
Former Director's Office**

**Call to Order and Roll Call for Board of Trustees Meeting**

President Steve Larson called the meeting to order at 6:30. Trustees present were Carol Anderson, Joeine Dergo, Linda Jones, Jamie Lain, Steve Larson and Doug Pryor. Absent was Michelle Pruum (arriving at 7:34). Also present was Jean Peterson, recording secretary and members of the public.

**Review of Agenda for Additions/Changes—None**

**Public Comment--**Dave Latimer (IT employee at library) expressed the importance of staff/trustee communication to convey issues. A workable solution is for the staff to make a list of questions for the board prior to the next board meeting and the board will provide responses at the board meeting. The board stated they would schedule regular staff meetings. Rose Nowak (YA coordinator) asked about weather closings. It was suggested to go case by case--not necessarily with school closings.

**Review and Approval of Minutes of the meeting on November 14, 2016 Levy Meeting, November 14, 2016 Board Meeting and November 28, 2016 Special Meeting--Personnel Committee--**Anderson motioned to approve the minutes of the November 14, 2016 board meeting and was seconded by Larson. Roll call vote was taken and all approved with the exception of Pryor who abstained. Larson motioned to approve the minutes from the November 14, 2016 Levy Meeting and was seconded by Anderson. Roll call vote was taken and all approved with the exception of Pryor who abstained. Motion was made by Anderson to approve the November 28, 2016 Special Personnel Committee meeting and was seconded by Lain. Roll call vote was taken and all approved the exception of Dergo and Pryor who abstained.

**Review and Approval of Bills & Payroll—**Larson motioned to approve the bills and payroll was seconded by Anderson. Roll call vote was taken and all approved.

**Review and Approval of Treasurer's Report and Financial Reports—**Pryor mentioned November was a three payroll period. Pryor also pointed out that the Group Insurance went up slightly due to the changeover. Furniture & Fixtures went up to pay for the carpeting in children's area. Pryor pointed out that Other Revenues was up in August due to the sale of the Chapin Street house. Larson motioned to accept the Treasurer's and Financial Reports and was seconded by Anderson. Roll call vote was taken and all approved.

**Director's Report-None**

## **Old Business**

- Board discussion on grace period for late books (may become an action item)-- Tabled until January.
- Board email addresses--Latimer created individual library use addresses and passwords to be used on the website.
- Update of carpet replacement in Children's Dept and the insurance claim-- Anderson mentioned that additional supplies were needed to smooth the floor on 12/12/16 and said there is a \$1,000 deductible. Dave and Bryan will put the shelves back on Wednesday evening 12/14/16.
- Policy for renewing cards--Policy committee will meet in January or February and take a look at other libraries regarding the policy wording.

## **New Business**

- Holiday closings--Saturday 12-24-16; Sunday 12-25-16; & Saturday 12-31-16-- observe on Monday (12/26/16 & 1/2/17)?--Board decided to keep the closings as is in the policy, but will look into floating holiday procedures and policy.
- Proposals for library recruiting firms for director (action may follow)--Pryor motioned to accept John Keister & Associates bid for search services for Library Director and was seconded by Anderson. Roll call vote was taken and all approved with the exception of Lain who abstained. Pryor said there is unassigned money in corporate funds for major issues. The money for this bid would come out of the contingency line item and free RAILS could be used for other positions.
- Community bulletin board policy update--Referred to policy committee and tabled .
- Change credit card over to VISA CommUNITY credit card--Not at this time.
- Radio spot and newspaper updates on library activities--Tabled
- Locking file cabinets \$250--Dave Latimer, the IT employee submitted a quote to Anderson and Larson. Anderson motioned to purchase a new locked cabinet and was seconded by Jones. Roll call vote was taken and all approved.

## **Committee Reports**

- a. Personnel
- b. Policy
- c. Finance
- d. Building--Snow removal bid--Trotter and Branstin--Larson motioned to accept the TLC bid and was seconded by Pryor. Roll call vote was taken and all approved.

## **Executive Session**

- Personnel discussion--possible action to follow--Motion was made by Larson to enter executive session at 8:08 PM and was seconded by Anderson. Roll call vote was taken and all approved. Motion was made by Anderson to come back to regular session at 8:26 PM and seconded by Jones. Roll call vote was taken and all approved.

**Adjournment**-- Motion was made by Anderson to adjourn and was seconded by Jones at 8:28 PM. Roll call vote was taken and all approved.

Submitted by

Michelle Prui  
Secretary

Jean Peterson  
Recording Secretary