

**MORRIS AREA PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES MEETING
Monday, February 12, 2018 at 6:30 PM
Meeting Room**

Call to Order and Roll Call for Board of Trustees Meeting

Carol Anderson called the meeting to order at 6:37 PM. Trustees present were Anderson, Jamie Lain, Steve Larson & Doug Pryor. Absent were Joeine Dergo and Caroline Cummings. Also present was Rose Gilman, Director and Jean Peterson, recording secretary and Barb Boma.

Review of Agenda for Additions/Changes—Added Paylocity to New Business

Public Comment—Director Rose spoke on behalf of a patron wanting to place a hold on a book out-of-system and was told the library could not get the book. The book was found in the World Share System which we deal with and was ordered for the patron. Director Rose is going to recommend a policy change.

Review and Approval of Minutes: Motion was made by Pryor to approve the minutes from January 22, 2018 board meeting and Personnel Meeting and was seconded by Anderson. Roll call vote was taken and all approved.

Swearing in of Barbara Boma to be appointed to the Board of Trustees to fulfill vacancy—Carol Anderson swore Barbara Boma in as trustee who is taking the place of Michelle Pruum who resigned.

Committee Appointments

<u>Carol Anderson</u>	<u>Jamie Lain</u>	<u>Barbara Boma</u>	<u>Doug Pryor</u>	<u>Caroline Cummings</u>
Personnel-Chair	Policy-Chair	Personnel	Finance-Chair	Policy
Policy		Finance		Facilities

<u>Jo Dergo</u>	<u>Steve Larson</u>	<u>Rose Vagt</u>
Facilities-Chair	Finance	Personnel
Personnel	Facilities	Policy
		Finance
		Facilities

Review and Approval of February, 2018 Bills in the amount of \$22,303.50 & January, 2018 Payroll in the amount of \$33,406.07--Motion was made by Larson to approve February, 2018 bills and January, 2018 payroll and seconded by Boma. Roll call vote was taken and all approved.

Review and Approval of Treasurer's Report and Financial Reports January, 2018—Pryor reported that Salaries & Wages were higher than anticipated. Director Rose explained that people were out sick and others were called in to help out. Doug is to contact Lori regarding the Property Tax. Larson voted to approve the treasurers and financial reports and seconded by Lain. Voice vote was taken and all approved the Treasurer's and Financial Reports.

Directors Report

Old business

- Promotion of Youth Services Coordinator to Public Services Manager—Tabled until March. Director Rose explained that the Youth Services Coordinator needs compensated for the work he does—Director Rose is to have job description for the March meeting. Motion was made by Pryor to table promotion of youth services coordinator to public services manager until March, 12, 2018 and was seconded by Anderson. Roll call vote was taken and all approved.
- Changing Full-Time, Non-Exempt staff to a 35 hour work week starting in March, 2018—Signed letters were approved by the three people that are affected. Motion was made by Boma to approve the 35 hour work week from 40 hour work week and was seconded by Larson. Roll call vote was taken and all approved.
- Extend library hours on Saturday and Sunday starting in March, 2018—Pryor motioned to approve the updated hours as follows and seconded by Boma. Roll call vote was taken and all approved.
Monday through Thursday 9-8
Friday and Saturday 9-5
Sunday 12-5

New business

- **Salary Scale**—Director Rose is to get salary ranges from local libraries.
- **Payroll Option**—Director Rose would like to outsource payroll and is getting different options for the next fiscal year budget.
- **Paylocity**—Board suggested to get different options for next fiscal year budget

Committee Reports

- a. Personnel
- b. Policy
- c. Finance
- d. Facilities

Adjournment—Motion was made by Lain to adjourn at 8:00 PM and was seconded Boma. Roll call vote was taken and all approved.

Monday, February 12, 2018 Continued

Submitted by,

Steve Larson,
Secretary

Jean Peterson
Recording Secretary

