

**Morris Area Public Library
Board of Trustees Minutes
Monday, December 10, 2018
6:30 p.m.**

Call to Order & Roll Call for the Board of Trustees Meeting

Carol Anderson called the meeting to order at 6:30pm. Trustees present were: Anderson, Jo Dergo, Doug Pryor, Steve Larson and Caroline Cummings. Absent were Jamie Lain and Barb Boma; also present: Director Roberta Richter and Administrative Assistant Vicki Harvey

Review of Agenda: No changes made

Public Comment: None

Consent Agenda:

- **Review & Approval of minutes:** Board Meeting dated November 12, 2018: Motion made to approve minutes by Pryor and Cummings seconded; motion carried 5-0
- **Review & Approval of October Bills & Payroll:** \$35,822.27 for monthly bills and \$41,321.93 for payroll
- **Review & Approval of November Bills & Payroll:** \$50,514.98 for monthly bills and \$24,837.77 for payroll.
Pryor motioned to approve, Cummings seconded; motion carried 5-0

Director's Report:

Kelly Zabinski of Zabinski Consulting Services was here to organize our Quick Books. She will be back in January to train Vicki.

Trustee Report: The Library received a partial distribution from the Sanford estate. There was discussion as to where the funds should be spent.

Unfinished Business: Motion to approve Vacation Policy:

- After much discussion, the decision was made, to continue using the current policy. The Director noted that the policy would be enforced.
- Signatures were received on the Resolution to Reduce Trustee Terms

New Business:

- Per Capita Grant: previous grant allows us to spend the money on more materials for patrons. If something comes up and the money needs to be allocated somewhere else, a resolution will have to be passed to divert the funds.
- Ordinance Authorizing Payment for Unused Vacation Time to Employees: Motion to approve by Larson, seconded by Anderson; motion carried 5-0

Adjournment: Motion made by Pryor, seconded by Larson. Meeting adjourned at 7:45pm.

Steve Larson, Board Secretary