



**Morris Area Public Library  
Board of Trustees Minutes  
Monday, January 14, 2019  
6:30 p.m.**

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

Carol Anderson called the meeting to order at 6:30 p.m. Trustees present were: Carol Anderson, Jo Dergo, Steve Larson, Barb Boma and Caroline Cummings. Absent were Jamie Lain and Doug Pryor. Also present: Roberta Richter –Director, Vicki Harvey –Business Manager, Matt Knott – Head of Children’s Services /HR and Nydia Robinson – Head of Patron Services, and resident, Angelique Minett.

**Review of Agenda:** No changes made

**Public Comment:** There was a suggestion from Angelique Minett to start an Instagram page for the Library and to post future Library programs as events on Facebook.

**Consent Agenda:**

- **Review & Approval of Minutes:** Board Meeting dated December 10, 2018
- **Review & Approval of Monthly Bills to be Paid:** \$30,111.28 for December and \$28,073.92 for January. The facilities line was high due to the carpet installation.
- **Review & Approval of Payroll:** \$36,344 for December

Caroline Cummings made a motion to approve the Consent Agenda, Carol Anderson seconded; motion carried 5-0

**Director’s Report:**

- Six staff members are now certified to administer Naloxone in case of an overdose emergency.
- One of the hot water heaters was replaced on January 14, 2019 by Countrywide Plumbing.
- The Friends of the Library meeting was attended by Matt and Nydia. Matt is now the liaison for the group. They are aware that they need to open up their own separate bank account.
- The trip to Proven IT has been cancelled until further notice due to the weather.
- Roberta and Matt are both FOIA certified now.

**Trustee Report:**

- The Open House was well attended. The Friends of the Library, Matt, Nydia, and Mike all assisted in making the event a success. The event was advertised using the Morris Herald, social media, the Library website, and emails were sent to all local businesses.
- The Library received a couple of FOIA requests which were quickly taken care of. FOIA requests will be included in the Director’s report going forward.

**Committee Reports:**

- Personnel committee meetings was set for January 31, at 11:00 a.m.
- Facilities meeting was set up for Monday January 28, at 11:00. Jo Dergo and Caroline Cummings are on committee.
- Policy committee is set for Thursday February 7, at 4:30. Jamie Lane is Chairman.
- Finance committee meeting has not been set yet. Doug Pryor is Chairman.



**New Business:**

- Per Capita Grant Application: Motion to approve by Caroline Cummings, seconded by Barb Boma; motion carried 5-0
- Strategic Planning Discussion: it was recommended to make it simple and to perform a SWOT analysis.
- Organizational Chart/Job Descriptions: The Director answered questions in relation to adding the Friends of the Library to the chart and how decisions were made in regards to roles.
- Schedule Bank Trip to Update Information: N/A
- Welcome Wagon: The Trustees opted not to join this program this year.

**Adjournment:** Motion made by Boma, seconded by Cummings. Meeting adjourned at 7:37pm.

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Steve Larson, Board Secretary