

Morris Area Public Library  
Board of Trustees Minutes  
Monday, February 10, 2020  
6:30 p.m.  
Administrative Office in the Library

**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, Barb Boma, Anthony Robinson, Angelique Minett, Jo Dergo, Doug Pryor and Caroline Cummings Also present: Roberta Richter–Director, Vicki Harvey–Business Manager.

**Correction to last month’s minutes:** None

**Changes to the Agenda:** Added Director’s resignation under Consent Agenda as item “e”.

**Public Comment:** None

**Consent Agenda:**

- **Review & Approval of Minutes:** Board Meeting dated January 13, 2020
- **Review & Approval of Minutes for Executive Session:**
- **Review & Approval of Monthly Bills To Be Paid:** \$26,639.10 for February 2020.
- **Review & Approval of Payroll:** \$31,983.84 for January 2020.

Barb Boma made a motion to approve the Consent Agenda, Anthony Robinson seconded; motion carried 7-0.

- **Official acceptance of Doug Pryor’s resignation from the Board of Trustees:**

Barb Boma made a motion to accept, Caroline Cummings seconded with regret; motion carried 7-0.

- **Official acceptance of Roberta Richter’s resignation from Director:**

Caroline Cummings made motion to accept, Angelique Minett seconded; motion carried 7-0.

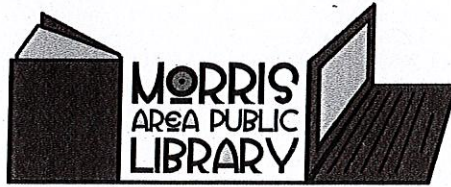
**Financial Reports:**

- On the Reconciliation Report for the checking account- identify the amounts debited from the account for net payroll, taxes, SSI and the processing fee by Paylocity.
- On the Reconciliation Report for the square account- try to come up with a way to Include a breakdown of what each individual journal entry was for.

**Director’s Report:**

- Roberta thanked the staff for always doing a great job and wishes them well moving forward.
- Allan Sandoval is putting together this month’s books display. The theme is Valentine’s Day.
- Cintas was here to flush out the sprinkler system.
- There’s story time every Monday through Saturday. See calendar for the specific times.
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**Trustee Report:** None



**Committee Reports:**

Policy Committee meeting held on Feb. 6, 2020 at 3:30 pm.

- Code of Conduct on Library Premises - updated.
- Remote Work - this section is newly added
- Service Animal – will stay in accordance with the Americans with Disabilities Act (ADA)
- Children In the Library – updated
- FOIA section pages 43 through 45 – needs to be updated from the policy manual and put on the website.

Carol Anderson made motion to accept the updates, Barb Boma seconded; motion carried 6-0.

Personnel Committee meeting held on Jan. 29, 2020 at 9:30 am.

**Unfinished Business:**

- **3 Points Contract** – Carol Anderson made a motion to table this since we're still waiting on the revised contract from 3 Points attorney, Tony Robinson seconded; motion carried 6-0.

**New Business:**

- **Vacant Trustee seat** – Steve Larson was voted in to finish out Doug Pryor's term as Treasurer. Caroline Cummings made motion to accept, Barb Boma seconded; motion carried 6-0.

**Executive Session:** Motion made by Carol Anderson to enter Executive Session at 7:21 pm, Caroline Cummings seconded; motion carried 6-0.

Motion to exit Executive Session at 7:37 pm made by Carol Anderson, Barb Boma seconded; motion carried 6-0.

**Adjournment:** Motion made by Barb Boma, seconded by Tony Robinson, motion carried 6-0. Meeting adjourned at 7:40 pm.

  
Angelique Minett, Board Secretary