

# Library Board Meeting

## Wells County Public Library

Tuesday, July 10, 2018

Present: Gentis, Johnson, Minniear, Ramsey, Tabor

Absent: Acord, Brown

Sarah MacNeill, Library Director

1. Call to Order: The meeting was called to order by President Tabor at 6:30 PM.
2. Public Input: None.
3. Consent Agenda was approved with a 5-0 vote following a motion by Johnson, seconded by Ramsey.
  - a. June 12, 2018 [Board Meeting Minutes](#)
  - b. [Librarian's Report](#)
  - c. [Treasurer's Report](#)
  - d. June 2018 [Register of Claims](#)
4. July 1-10, 2018 [Register of Claims](#) in the amount of \$40,810.97 was approved with a 5-0 vote after a motion by Johnson, seconded by Gentis.
5. Correspondence: Thank you notes were received from the Norwell HS yearbook staff and the United Way golf outing committee.
6. Staff Report: None.
7. Committee Reports
  - a. Building
    - i. Storyhour room quotes to demolish and repair the wall, clean the carpet:
      1. [Protechs](#) Inc. \$1,963.34 quote awarded with a with a motion by Johnson, seconded by Ramsey, and a 5-0 vote.
      2. [ServiceMaster](#) \$2,482.74
      3. Paul Davis declined to bid
  - b. Budget
    - i. [Budget Calendar](#) was reviewed
  - c. Policy, By-laws and Insurance
    - i. Digital Cards
    - ii. [Proposed Policy Changes](#) Workplace dress code was clarified allowing for casual dress on Friday and Saturday after a motion by Johnson, seconded by Minniear, and a 5-0 vote. The 2018 policy recommendations were approved in the entirety with a 5-0 vote following a motion by Johnson, seconded by Ramsey.
8. Other Items for Consideration
  - a. Director Updates

- i. Literary England Tour This is being offered on a trial basis. It is entirely funded by interested patrons and if there is interest further tours may be offered. A travelogue will follow.
  - ii. HR/Supervisor Manual Mrs. MacNeill, HR and department heads have developed a uniform use supervisors manual.
- 11. Roundtable: The need for possibly offering CPR training and the purchase of an AED was discussed. Mrs. MacNeill will look into funding for an AED.
- 12. Next Meeting Announcements:
  - a. Regular Meeting-- Tuesday, August 14, 2018 @ 6:30pm.
- 13. Adjournment by Tabor at 7:20 PM.

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Steve Tabor, President

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Robin Minniear, Secretary