

MORRISON-TALBOTT LIBRARY BOARD OF TRUSTEES

9 SEPTEMBER 2019 MINUTES

The Morrison-Talbott Library Board of Trustees met on Monday, 9 September 2019 at 6:30 p.m. in the library. President, Sharon Glessner presided. Trustees present included:

Vickie Gardner	P	Sharon Glessner	P	James Hopkins	A
Phillip Kelley	A	Andrew Mayer	P	Jared Nobbe	P
Kenneth Perkins	P	Judith Tomlinson	P	Rita Trantham	A

Others Present: Elaine Steingrubey, Library Director.

Vickie Gardner moved to approve the agenda. Andy Mayer seconded the motion. Motion carried.

There was no public comment.

Jared Nobbe moved to approve the consent agenda. Ken Perkins seconded the motion. Motion carried.

There was no report from the Friends of the Library.

Since the Standing Committees had been substantially revised in FY 2018-2019, and no one expressed an interest in serving on a different committee, President Sharon Glessner reappointed the trustees to the committees on which they served in FY 2018-2019. The FY 2019-2020 Standing committees are as follows:

Budget & Finance: Ken Perkins, Jared Nobbe, Phillip Kelley
Building & Grounds: Phillip Kelley, Sharon Glessner, Jim Hopkins, Rita Trantham
Bylaws & Long Rang Plan: Andy Mayer, Sharon Glessner, Rita Trantham, Vickie Gardner
Col. Morrison's Home: Sharon Glessner, Jim Hopkins, Vickie Gardner, Phillip Kelley
District Library: Rita Trantham, Judi Tomlinson, Ken Perkins
Ethics: Judi Tomlinson, Andy Mayer, Vickie Gardner
Personnel: Vickie Gardner, Jared Nobbe, Andy Mayer, Sharon Glessner
Public Relations & Marketing: Jim Hopkins, Jared Nobbe, Ken Perkins, Judi Tomlinson
Technology: Jared Nobbe, Andy Mayer, Ken Perkins
The Board President serves on all committees.

Committee Reports:

Personnel: The Personnel Committee needs to schedule a meeting to discuss future staffing and the Per Capita Grant requirements.

Budget and Finance: No Report

Building and Grounds: We are one week behind on the projected construction schedule. This puts the bid opening the week of 14 October 2019. The Board will need to either postpone its

regular meeting for one week or hold a special meeting on 28 October to review and award the construction contract. The library also needs a temporary sign posted during construction that states funds administered by the Secretary of State and State Librarian are being used for the project. A permanent sign will be required after the project is complete.

Bylaws and Long Range Plan: No report

Col. Morrison Home: The shutters will be installed as soon as Dugan Woodworking receives hinges for the shutters. Sharon Glessner met with Nathan Krebel, the City Building Inspector. He indicated that we should install a new ramp, exterior door with an ADA compliant threshold and an ADA compliant threshold at the interior door. He also stated that the maximum occupancy should be held to 100 or less. The Col. Morrison Home Committee will meet to discuss these items.

District Library: No Report

Ethics: No Report

Public Relations and Marketing: The PR & Marketing Committee stated that the Library should begin a positive PR campaign regarding the new construction. It was suggested that a story on the new Youth Services Coordinator would be a good start to a positive PR campaign.

Technology: No Report

The Board reviewed Chapters 11 - Appendices of the *"Trustee Facts File Third Edition"* to fulfill one of the Per Capita Grant requirements. Additional information will be presented at the October and November 2019 Board meetings.

Jared Nobbe moved to allow the Library Director to close the library for staff development in conjunction with the Per Capita Grant requirements, and to close the library for possible staff development due to the construction schedule. Judi Tomlinson seconded the motion. Motion carried.

The Board had no concerns with moving the meeting day from the second Monday of the month to the fourth Monday of the month. A proposed schedule will be drafted for adoption at the October 2019 Board meeting.

The next Morrison-Talbott Library Board of Trustees regular meeting is scheduled for Monday, 14 October 2019 at 6:30 p.m. in the library. Ken Perkins made a motion, seconded by Judi Tomlinson to adjourn the meeting. Motion carried. Meeting adjourned at 7:11 p.m.