

January 2020 Meeting Minutes- Henika District Library

Board Meeting Minutes

Thursday, January 9, 2020 @ 6:00pm

Members Present: Joshua Wright, Gary Marsh, Mary Ortiz, Ann McInerney, and Danielle Simmons

Members Absent: Amy Huyck, Maria Musgrave, 1 Open Position for the City of Wayland

Others: Nicole Gray- Director, Melanie Suk- Friends of the Library President

Call to Order (6:01pm) by President Joshua Wright

Approval of Agenda Motion First by Ortiz, Second by McInerney

Community Opportunity to Address the Board

Friends of the Library Update- Melanie Suk mentioned that Tonya Lyons will be joining the Friends Group starting in February of 2020. The group did not meet in December but are planning all their goals for the upcoming new year of 2020.

Approval of December 2019 Meeting Minutes- Motioned first by Ortiz, Second by Simmons. All in favor motion carried. Previous unfinished business regarding IRS Tax Reimbursement was discussed- the reimbursement was due to reimbursement on employee taxes.

December 2019 Financial Reports were discussed. Quickbooks Report

United Bank Accounts Overview- Marsh has suggested we investigate the current price of the adjacent lot next to the library. It is currently being valued at 30,000 dollars the price might be adjusted due to rising home prices. Marsh has also questioned if our library assets are being accounted for- machinery, equipment, books etc.

Approval of Paid Bills – Motion started by Simmons, Second by Marsh. All in favor motion has carried. Credit Card Detail Report YTD Budget vs. Actual

Director's Report was discussed: Picture book weeding project has been quite successful. Especially in helping patrons with easier access to book selections, particularly for harder to find topics.

Youth Report- Stephanie will be setting up more trips for the students of Pine Street Elementary and the Middle School to visit the library on more occasions. She would also like to focus on more outreach programs for the community involving literacy.

Circulation Report- Numerous stats have been up overall in various areas of the library.

Old Business- PTO Policy Discussion- Ortiz has suggested we calculate the cost of vacation time versus time to train a whole new employee. By offering a generous PTO, Vacation, Sick Time package we're setting ourselves apart as a library to obtain and retain valuable staff members. We have also discussed as a board setting up the separate finance/personnel committee, building repairs and maintenance committees as well.

New Business- Budget Amendments for 2019 McInerney motions, Simmons seconds. Amended 2019 budget passed as presented.

Henika District Library Resolution- Motion to adopt resolution. Motion was passed first by Marsh, Second by Ortiz. Motion was adopted and carried.

Henika District Library Resolution- See attached typed and signed form resolution added to these meeting minutes.

Library Board Committees Formation- Will be moved to Old Business for the February 2020 Meeting.

Adjournment- Meeting Adjourned at 7:45PM

Secretary Notes- DMS 01/2020