

WEST BRANCH DISTRICT LIBRARY

BOARD OF TRUSTEE REGULAR MEETING

August 5, 2019, 5:00 p.m.

Call to order by R. Beck, followed by the pledge of allegiance.

Members present: T. Barnhart, R. Dinse, S. Jennings, S. Smith, J. Headings, K. Michael, R. Beck, K. Shirey. Also present J. Sheridan, director and staff L. Levasseur **Absent:** R. Taylor

Public Comment: None

Minutes of last meeting: On file. K. Michael moved to accept the June 24, 2019 minutes. S. Jennings supported, all in favor, motion passed.

Bills to pay: J. Sheridan reviewed the bills to pay, total of \$1512.86 but there were some late entries that the accountant currently has. Motion to approve bills made by K. Michael, supported by S. Jennings, all in favor, motion approved.

Financials: Director reviewed handouts with board, year to date figures reviewed and discussed.

Correspondence: It the WBDL turn to sit on the White Pine Board. K. Michael moved to have John sit on the White Pine Board, R. Beck supported, all in favor, motion passed.

Old Business: policy committee met and presents its recommendations, minutes on file. #1 Policy addressing the employment of relatives, K. Michael motioned to accept as written, K. Shirey supported. All in favor, passed. #2 Tie Breaker policy for Board members: K. Michael motioned to accept, K. Shirey supported, all in favor, passed. #3 Discussion held regarding the FMLA portion of handbook. The library does not meet the requirements this policy was eliminated from the handbook. K. Michael motioned to remove policy, K. Shirey supported, motion passed. John gave an update on the web site that Nick Loomis is working on. K. Shirey talked to Ron regarding attendance, he was not receiving notifications so it was decided we will continue to contact him by his supervisor's email.

New Business: Schindler elevator company sent an amended contract. John feels that we need to check into other companies for prices and will present to the board when he gets some quotes. The purchase of CD's from Mercantile was discussed as the interest rates are still favorable. John will check with other banks or credit union to see if rates are better. His recommendations were discussed. R. Dinse wanted him to check to be sure if we place all money in one bank that all accounts will be insured up to the \$250,000 limit. S. Smith motioned to approve John's recommendations for placing some of our funds into a 3-way split: 6-month, 12-month and 18-month CD and rotate them as they come due. K. Michael supported, all in favor, motion passed. Time clock and cash register purchases were discussed. John will purchase the digital time clock at \$308.44. John is still looking into different registers.

Director's Report: On file. The high school shop class will now be engraving the memory book plaques, we just supply the wood. Summer Reading program was well received with 236 teens signed up, 120 children and 80 in the local church group. Lorie will be handling the programs and has many lined up already, booking to April, 2020. John will be attending the Optimist group and giving a presentation on library funding.

Next meeting Tuesday September 3, 2019 5 PM.

Adjournment by R. Beck, 6:30 p.m.

Kathy Shirey, secretary