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**West Branch District Library Board Meeting**

**October 7, 2019**

**Call to order 5:00 p.m. by President R. Beck**

**Pledge of allegiance**

**Members present:** R. Beck, K. Michael, R. Dinse, J. Headings, S. Jennings, S. Smith, R. Taylor, K. Shirey, director J. Sheridan. **absent:** T. Barnhart

**Public Comment:** None

**Minutes of last meeting:** On file. K. Michael motioned to accept minutes as read, with the correction of spelling of her last name, R. Taylor supported. All in favor, motion passed.

**Bills to pay:** Director reviewed the amount of current bills, total of \$4926.57. K. Michael motioned to pay bills; S. Smith supported. All in favor, motion to pay current bills passed.

**Financials: Year to date figures.** To be placed on file as accountant reports not received as of meeting. K. Michael motioned to table financials until we can review at next meeting, R. Taylor supported. All in favor, motion passed.

**Correspondence:** Director reviewed with board several letters received. 1. From City of West Branch, a letter regarding a hearing on DDA and the Tiff program to be held October 7 at 6:02 p.m. at the City Offices. 2. From the City of West Branch reporting that the DDA planning committee is hosting the city of Auburn in a mayor exchange, with lunch at the Country Club. 3. From the West Branch Chamber of Commerce, a notice of the member meeting at Forwards Conference Center Nov 8 at 7 AM. which was also included with the yearly membership dues statement. K. Michael motioned to pay the Chamber dues of \$119.00/year. S. Jennings supported, all in favor, motion passed.

**Old Business:** discussion and review of the contract for elevator maintenance. S. Smith motioned to approved the one-year contract with McNally Elevator Company effective January 1, 2020. S. Jennings supported, all in favor, motion passed.

**New Business:** Policy committee met and came up with some recommendations for Time off Policy and Public comment policy. Due to not having the correct copy of figures on the "time off policy" this was tabled until the next meeting. Public Comment policy will be reviewed by members and voted on at the next meeting in November.

**Directors Report:** On file. Director reviewed with board the highlights of his report.

**Agenda additions:** R. Beck requested an addition to the agenda for discussion. She is asking that we obtain a flag for our library. It was decided that the director and staff will decide on what size and type (wall vs. Stand) and where to put it.

**Next regular meeting November 4, 2019 5:00 p.m. Meeting adjourned 6:00 p.m.**

**Kathy Shirey, secretary**