

**HENRY PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**December 14, 2015**  
**6:30 p.m.**

**Present:** Alvin, A. Anderson, Child, Hunt, Nauman, Robison, and Wild

**Absent:** S. Anderson, Owens, Swartz

- I) **Call to Order:** The meeting was called to order by Wild at 6:33 p.m.
- II) **Public Comments:** None.
- III) **Minutes (Including any presented committee minutes):** Robison moved and Child seconded that the minutes of the November 9, 2015 meeting be approved as submitted. Hunt moved and Nauman seconded that the minutes of the Personal Committee Meeting on October 12, 2015 be approved as submitted.

**ADDITIONS TO AGENDA:** None.

- IV) **Treasurer's Report:**
  - A. Final payment of the tax money arrived.
  - B. Starting next month the garbage expenses will be moved from the utilities to the liability category.
  - C. High building insurance payment. This is a yearly bill from the city.
  - D. Reviewed Treasurer's Report and filed for audit as presented.
- V) **Committee Reports:**
  - A. **Building & Grounds** – Robison: Harvey was here and replaced the needed light bulbs this month. No paint bids have been received to date.
  - B. **Finance** – Hunt: None.
  - C. **Long Range Planning** – Alvin: None.
  - D. **Automation** : None.
  - E. **Personnel** – Owens: None.
  - F. **Grants** – Child: None.
- VI) **Old Business:** None.
- VII) **New Business**
  - A. **Nominations for open Board Officers** – Current President and Vice-President and potentially Secretary.
    - 1. Hunt nominated J. Nauman for President. Robison seconded the nomination.
    - 2. Hunt nominated A. Anderson for Vice-President. Child seconded the nomination.
    - 3. Hunt moved to close the nominations, and Child seconded.

**B. Election to fill open Board Officers**

1. Nominations passed with all in favor for Nauman and A. Anderson.
2. Filling the now vacant secretary position will be on next Board of Trustees meeting agenda.

**C. Approval of the Levy to forward the Henry City Council**

1. Hunt presented the Levy request from the committee meeting on December 7, 2015. Alvin moved to accept as presented, and Child seconded.
2. Roll-call vote: Alvin-yes, A. Anderson-yes, Child-yes, Hunt-yes, Nauman-yes, Robison-yes.
3. Levy request was approved and will be forwarded to the Henry City Council.

**D. Library Director mid-year Review:** postponed until next Board of Trustees meeting. Owens was not present.

**E. First Reading of Committee Policy Revisions:**

1. Alvin suggested removing “and shall be an ex-officio member of all committees” from the third line, as it is redundant.
2. Hunt suggested assigning as vice-chair to each standing committee to ensure three people are at the committee meeting for quorum requirements.
3. Alvin moved that this discussion be tabled until the next board meeting.

**F. First Reading of Revised Director Duties:**

1. Alvin mentioned history of librarian search when Wild was hired. Goal of that committee was to find a librarian that could and would run the library with taking care of the day to day needs, including hiring and firing of personnel. Alvin is not in favor of the change to the policy.
2. Hunt recommended the Personnel Policy be reviewed section by section.
3. Wild tabled the discussion until the next Board of Trustees meeting.

**G. Holiday Hours**

1. This is part of the Personnel Policy.
2. Wild announced that the library would be closed December 24-25, and open Saturday December 26. Library use/attendance was questioned for December 26.
3. Hunt moved to close the library on December 26. Nauman seconded. The library will remain closed from December 24 through December 26, 2015 by consensus.
4. Wild also announced that the library will be closed December 31, 2015 and January 1, 2016. The library will remain open on Saturday, January 2, 2016.

**VIII) Librarian’s Report**

- A. Statistics:** See attached schedule “A” - on par. Up from a year ago; down from the month before.
  - B. Gifts:** See attached schedule “B” - \$560 from Gina Masters’ Memorial Fund. This will appear in next month’s Treasurer’s Report.
  - C. Meetings, etc;** See attached schedule “C” – there will be a new reporting product for RSA in the near future.
  - D. Updates (HPL, RAILS, RSA, etc):** RSA updated the backend of their program in prep for the online bill pay option coming in the future.
- IX) Next Meeting 11 January 2016**  
Robison moved to adjourn the meeting, and Hunt seconded. Wild adjourned the meeting at 7:39 p.m.

**J. Nauman**  
**Secretary**