

# HENRY PUBLIC LIBRARY

Board of Trustees Meeting

March 14, 2016

6:30 p.m.

Present: A Anderson, S Anderson, Hunt, Owens, Robison, and Wild

Absent: Alvin, Child, Nauman, Swartz,

I) The meeting was called to order by A Anderson at 6:30.

II) Public Comments - None

III) Minutes (Including any presented committee minutes)

Robison moved that the minutes of the February 8, 2016 meeting be accepted as presented. Owens seconded. Motion passed.

Robison moved that the minutes of the Personnel Meeting from February 8, 2016 meeting be accepted as presented. Owens seconded. Motion passed.

IV) Treasurer's Report – The treasurer's report was reviewed. Robison moved that the report be filed for audit. Owens seconded. Motion passed.

V) Committee Reports

A) Building & Grounds – Robison presented an estimate for painting from John Monier. The estimate was for \$2500-\$3000. Hunt moved that we accept the proposal. S Anderson seconded. Motion passed.

B) Finance – No Report

C) Long Range Planning – No Report

D) Automation – No Report

E) Personnel – No Report

F) Grants – No Report

VI) Old Business

A) Second Reading of staffing portion of Director's Duties

1) Robison moved that we accept the revised policy. Hunt seconded. Motion passed

*To schedule staff hours according to weekly and monthly needs. A minimum of two library staff members shall be present during all hours which are open to the public.*

B) Second Reading of hiring portion of Director's Duties

1) S Anderson moved that we accept the revised policy. Robison seconded. Motion passed.

*To secure adequate and reliable staff members. If hire is filling a budgeted and allocated position, the hire will be reported at the next board meeting. If a hire would necessitate a change in the budget or in the number of allocated positions, board approval will be required before hiring can commence. A hiring checklist will be used in all hires.*

VII) New Business

A) The board was presented with a proposal for lawn care from Larry Johnson and a proposal for mowing expenses from Phil Johnson. It was the consensus of the board that these proposals be accepted.

VIII) Librarian's Report

A) Statistics – Statistics were on par with previous reporting periods.

B) Gifts -

C) Meetings – See attached scheduled C

D) Updates (HPL, RAILS, RSA, etc)

1) Wild updated the board ongoing beta-testing of the online bill pay through RSAcat

IX) Meeting was adjourned at 6:55. Next Meeting 11 April 2016

Sandra Anderson  
Secretary