

MINUTES
WOOD RIVER PUBLIC LIBRARY BOARD OF TRUSTEES

DATE: October 27, 2016
TIME: 6:00 PM
PLACE: Wood River Public Library

I. Call to Order / Roll Call / Pledge of Allegiance

Dawn Evans, President, called the meeting to order at 6:00 PM.

Members present:

Nick Aguinaga
Phil Crause
Dawn Evans
Tracy Kennett
Karen Weber

Members absent:

Rhonda Breslin
Scott Miner
Curtis Rainwater
Cathi Stalcup

Others present:

Kate Kite, Library Director
Mayor Frank Akers-City Council Ex-Officio

A quorum was established.
The Pledge of Allegiance was recited.

II. Approval of Minutes

September 15, 2016 Regular Meeting

Motion made by Nick Aguinaga and seconded by Karen Weber to approve the minutes as written.
A vote was taken. All ayes. Motion carried.

September 29, 2016 Personnel Committee Meeting

Motion made by Karen Weber and seconded by Dawn Evans to approve the minutes as written.
A vote was taken. All ayes. Motion carried.

III. No Correspondence / Communications / Public Comment

IV. Officers' Reports Presented

Treasurer's report-Tracy gave a brief overview of the bank account balances, and discussed the audit for the fiscal year ending April 30, 2016.

V. **No Committee Reports**

VI. **Financial Matters**

A. **Approval of the October expenditure list**

Motion made by Nick Aguinaga and seconded by Tracy Kennett.

A roll call vote was taken. All ayes. Motion carried.

B. **September 16/17 Financial Statements**

VII. **Library Director's Report**

- LaAris sent second notices to libraries that had past due balances regarding lost/damaged items. So far \$550 has been collected.
- Kate is still waiting to hear from the state regarding the E-pay website.
- Construction on the lower roof and windows will begin 11/2.
- The library will be getting a new drinking fountain soon, through the Library Foundation.
- The library was asked to do a reading at the William Bedell veterans breakfast. Kate was also invited to read at their breastfeeding support group.

VIII. **Unfinished Business**

A. **Computer Use Policy**

A motion was made by Nick Aguinaga and seconded by Tracy Kennett to table the policy until the next meeting. LaAris and Kate will try to find the best option for guest passes and bring the information to the December meeting.

A vote was taken. All ayes. Motion carried.

IX. **NEW BUSINESS**

A. **Approve Closing Library at 5pm 11/23**

Motion made by Phil Crause and seconded by Dawn Evans.

A vote was taken. All ayes. Motion carried.

B. **Photography Policy**

Motion made by Tracy Kennett and seconded by Karen Weber.

A vote was taken. All ayes. Motion carried.

C. **Consider adding "Pregnancy Rights and Maternity Leave" to Personnel Policy**

Motion made by Karen Weber and seconded by Nick Aguinaga

A vote was taken. All ayes. Motion carried.

D. **Consider adding "Attendance Policy" to Personnel Policy**

Motion made by Karen Weber and seconded by Dawn Evans

A vote was taken. All ayes. Motion carried.

E. **Per Capita Grant 2017 Standards Chapter Review- Chapter 6**

Kate reviewed the standards listed and discussed how the library meets the standards and what could be improved on.

F. **Security Cameras**

The equipment has been purchased for the security cameras, Kate is working on finding someone to install them.

X. **ADJOURNMENT**

Motion made by Tracy Kennett and seconded by Nick Aguinaga.

A vote was taken. All ayes. Motion carried.

ADJOURN THE MEETING AT 7:09 PM.

Approved by the Board of Trustees, November 17, 2016.