

**MINUTES**  
**WOOD RIVER PUBLIC LIBRARY BOARD OF TRUSTEES**

DATE: September 21, 2017  
TIME: 6:00 PM  
PLACE: Wood River Public Library

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

Scott Miner, President, called the meeting to order at 6:00 PM.

Members present:

Mike Anderson  
Rhonda Breslin  
Phil Crause  
Tracy Kennett  
Scott Miner  
Karen Weber

Members absent:

Nick Aguinaga  
Curtis Rainwater  
Cathi Stalcup

Others present:

Lindsey Herron- Library Director

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

**II. Approval of Minutes**

**August 17, 2017 Regular Meeting**

Motion made by Karen Weber and seconded by Rhonda Breslin to approve the minutes as written.

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

**August 24, 2017 Finance Committee Meeting**

Motion made by Tracy Kennett and seconded by Karen Weber to approve the minutes as written.  
A roll call vote was taken. All ayes. Motion carried.

**September 7, 2017 Personnel Committee Meeting**

Motion made by Karen Weber and seconded by Scott Miner to approve the minutes as written.  
A roll call vote was taken. All ayes. Motion carried.

### **September 18, 2017 Building & Grounds Committee Meeting**

Motion made by Scott Miner and seconded by Karen Weber to approve the minutes as written.  
A roll call vote was taken. All ayes. Motion carried.

#### **III. Correspondence / Communications / Public Comment**

There is a new 5 star Facebook review from a patron that mentions that the staff is always positive and friendly when they come in.

#### **IV. No Officers' Reports Presented**

#### **V. Committee Reports**

##### **Personnel-**

A new Circulation Manager/Cataloger has been hired.

Two employees will be going to cataloging training

A new clerk will be hired this week

#### **VI. Financial Matters**

##### **A. Approval of the June expenditure list**

Motion made by Tracy Kennett and seconded by Karen Weber to approve the expenditure list.

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

##### **B. Financial Statements**

###### **i. September 30, 2017**

#### **VII. Library Director's Report**

- Scott Credit Union will be doing a check presentation soon.
- The Library will be implementing a better volunteer program so they can be better utilized.
- The Library received permission to shred old documents; Lindsey plans to open the shredding to patrons.
- Amnesty month has waived \$692.20 as of 9/21/17.
- The Library will be getting new phones that have several new features that will improve productivity. Lindsey will be calling to have them set up next week.
- The Library will act as an electronic repository for BP.

#### **VIII. No Unfinished Business**

#### **IX. NEW BUSINESS**

##### **A. Proposed project by the Wood River Library Foundation**

The Foundation would like to build a deck over the area under the stairs.

Motion made by Karen Weber and seconded by Tracy Kennett to table the project.

A vote was taken. All ayes. Motion carried.

B. **Gifts to the Library Policy**

Motion made by Karen Weber and seconded by Mike Anderson.

A vote was taken. All ayes. Motion carried.

C. **Relationship to Wood River Public Library Foundation Policy**

Motion made by Scott Miner and seconded by Tracy Kennett to approve as amended.

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

D. **Benefits Policy**

Motion made by Karen Weber and seconded by Scott Miner.

A vote was taken. All ayes. Motion carried.

**Phil Crause entered 6:46**

E. **Employee Discipline Policy**

Motion made by Karen Weber and seconded by Scott Miner.

A vote was taken. All ayes. Motion carried.

F. **Employee Dress Code Policy**

Motion made by Tracy Kennett and seconded by Mike Anderson.

A vote was taken. All ayes. Motion carried.

G. **Computer and Internet Use Policy**

Motion made by Phil Crause and seconded by Karen Weber.

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

H. **Addition of Policy Committee**

Board members were assigned to the following committees:

**Personnel**

Scott Miner

Cathi Stalcup

Karen Weber

**Finance**

Tracy Kennett

Rhonda Breslin

Phil Crause

**Building and Grounds**

Nick Aguinaga

Curt Rainwater

Mike Anderson

**Policy**

Cathi Stalcup  
Nick Aguinaga  
Mike Anderson

Motion made by Rhonda Breslin and seconded by Scott Miner.  
A roll call vote was taken. All ayes. Motion carried.

I. **Current and Future Work to be Done on Library Property**

There was discussion about making a list of things that need to be completed.  
The alarms have been going off and need to be fixed.  
More cameras still need to be installed to have a better view of the Library as a whole.

X. **ADJOURNMENT**

Motion made by Tracy Kennett and seconded by Phil Crause.  
A vote was taken. All ayes. Motion carried.

ADJOURN THE MEETING AT 7:08 PM.

**Approved at the regular meeting of the Board of Trustees, October 20, 2017.**

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**Scott Miner**  
*Board President*

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**Karen Weber**  
*Board Secretary*