

1/10/2017

HPLD BOARD OF TRUSTEES MINUTES

The Heyworth Public Library District Board of Trustees met January 10, 2017 at the Library with Director Beth Porter and Board members Dennis Lawyer (president), Tami Koch (vice-president), Kathy Moore (secretary), Michael Lamb, and Kira Stevens present.

CORRESPONDENCE / PUBLIC COMMENTS

The Board received a thank You note from Reverend and Mrs. Gray.

SECRETARY'S REPORT

The Secretary's minutes of the November 08 meeting and Public Hearing were read, approved and filed for audit.

TREASURER'S REPORT

(see attached)

The Treasurer's report was presented with attention brought to out-of-ordinary expenses: Check #8008 to the attorneys, #8011 to VISA, #8016 to the Buzz, #8018 for travel expenses, #8021 for repairs, #8028 to E-Rate Funding.

Acting Treasurer Michael moved that the Board accept the November and December Payables; Kira seconded. All approved.

Michael then moved that we accept the November and December Transfers; Kathy C seconded. All approved. Treasurer's report was approved and filed for audit.

PRESIDENT'S REPORT

Dennis will be absent for the February meeting so Vice-President Tami Koch will preside.

TRUSTEE REPORTS

None

COMMITTEE REPORTS

a. Grounds and Maintenance

1. The rain barrel project is progressing.
2. "Adult" side of the building is unusually cold and problem will be explored to devise a solution.

LIBRARIAN'S REPORT

(Circulation/Memorials/Status of Passbook and Petty Cash – see attached)

- Circulation for the month of November was 2805.
- Circulation for the month of December was 2859.
- There were no Memorials. Gifts in November from Vicki Jo Newby and Rich Behrens; in December from Michael and Maria Lamb.
- Collection inventory/weeding continues.
- There will be two candidates for the upcoming Trustee positions: Kira Stevens and Amy Roehrig.
- Work continues on an Intergovernmental Agreement with the schools.

OLD BUSINESS / ACTION ITEMS

Employee Handbook: Ongoing Review. New VESSA mandates will be included.

NEW BUSINESS / DISCUSSION ITEMS

1. Consider updates to Circulation Policy.
2. Consider form and wording of Government Travel Expense Control Act.
3. Review the Collections Policy.
4. Dennis will be preparing salary proposals.

Meeting adjourned.

Next meeting will be February 14, 2017.

Kathy Moore, Secretary
Heyworth Public Library District

- MINUTES approved on this date: -----
- MINUTES approved with amendments stapled to this copy on this date: 2/14/2017

Kathy Moore