

Eaton Public Library
Board of Trustees November 7, 2018 Meeting Minutes

Present:

Dave Sloan – Vice President
Julie Finn – Secretary
June Gustafson - Trustee
Nomie Ketterling – Trustee
Marlene Richter – Trustee
Maureen St. Peter – Trustee

Guest: Mary Vance, President, Friends of the Eaton Public Library

Staff: Brenda Carns, Library Director

Not able to attend: John Isbell - President

Call to Order. Declaration of a quorum. Vice President Sloan called the meeting to order at 5:30 p.m., November 7, 2018 and declared a quorum.

Prior to the approval of the agenda – there were items added to old business (lamppost, walkway and fence updates) and to new business (Director Carns evaluation and Greeley PFLAG Ally Award).

2. Approval of the agenda. M/S – Trustee Richter made the motion to approve the agenda. Trustee Gustafson seconded. Motion passed, no opposition.
3. Report of the President: None reported, as President Isbell was not in attendance.
4. Report of the Friends of the Library: EPL Friends President Mary Vance reported on some important dates coming up. Please see President's Vance's report attached.
5. Director's Update: Director Carns included a detailed report in the board packet. Some topics touched upon: The new EPL staff member will start on Monday, November 12th and the library has been very busy this month. Some staff members have been ill, but other staff members have stepped up to help with programs, etc.
6. Approval of the Consent agenda. M/S – Secretary Finn made the motion and Trustee Richter seconded. Motion passed, no opposition.
7. Items removed from the consent agenda. No items were removed from the consent agenda.

8. Old business:

- a. Board Budget Committee: Director Carns explained the staff salary increase to the budget. The board thanked Director Carns for all of her work with the Budget Committee. Trustee Gustafson made the motion to approve the budget. Trustee Richter seconded, motion passes, no opposition.
- b. Volunteer Appreciation Holiday Party / Staff Gift: Each board member was asked to bring a dessert to the holiday party, which will include the board, library staff, and adult volunteers. The library staff will host a party for the teen volunteers. Trustee Richter will order the food for the party. Secretary Finn made the motion for the board to purchase a gift for each staff member. Trustee Kettering seconded, motion passed, no opposition.
- c. Lamppost, Walkway and Fencing update: It has not been an easy task to find someone to make the repairs on the lamppost or to place the walkway. It would seem companies do not want to tackle small jobs. Due to the 4 feet minimum the fence surrounding the flower bed would need to be, the board decided not to pursue the fencing. The board and staff will continue to concentrate on finding someone to repair the lamppost and brickwork, as well as complete the walkway.
- d. Policy Review: Circulation Policy – Director Carns presented the circulation policy to the board. Trustee Ketterling made the motion to accept the policy. Trustee St. Peter seconded. Motion passed, no opposition.

9. New Business:

- a. Debt Collection Policy: The board reviewed the policy and Trustee Richter made the motion to accept the policy as presented. Trustee St. Peter seconded, motion passed, no opposition.
 - b. Director Carns evaluation: Vice President Sloan let the board know that President Isbell has started the evaluation process for Director Carns.
 - c. Greeley PFLAG Ally Award: The letter is attached. The board discussed the letter and nomination. Trustee Richter made the motion to decline the nomination from the Greeley PFLAG Ally Award. Trustee St. Peter seconded, motion passed, one opposed.
10. Adjourn: M/S Trustee Richter the motion to adjourn at 6:26 p.m. Trustee St. Peter seconded. Motion passed, no opposition.

Next board meeting: Wednesday, December 5, 2018 at 5:30 p.m.

Respectfully submitted,

Julie Finn, Secretary
