BOLIVAR-HARPERS FERRY PUBLIC LIBRARY

Board of Trustees Meeting

Monday, July 10th, 2017

The meeting was called to order: 7:02 p.m.

Present were Deborah McGee, Joan Goode, Kathleen Hintz, Lucile Allen, and Toni Milbourne.

**Comments/Questions from the Visiting Public:** none.

Minutes were reviewed and accepted as distributed.

**Director’s Report:** Details are in Director’s Report of July 10th, 2017.

Additional:

*Personnel:* Kathleen would like to see the evaluation forms. Joan suggested the employees amend their job description to add any tasks they perform that are not listed. Tess is currently in charge of collecting timesheets.

Lisa will go to the Fall library conference on the first weekend of September.

Continuing education is required for Tess, Lisa, and Toni as full-time employees.

*Programs:* Deb suggested advertising the fall scavenger hunt in the newspaper.

*Financial Updates:* Gretchen is looking into a possible Library Commission grant for e-books.

We need to inform the state how their grants/aid are being spent.

**Financial Report:**

FY 2018 budget was reviewed. Motion to approve budget, seconded and passed.

**Unfinished Business:**

Status of bathroom/roof projects: John Fridley replied to Toni’s letter. He expects his current projects to be done by the end of July. If he is not used for the project, he will donate the flooring he has already purchased. He pointed out that there is no signed written contract for the project at present.

Another letter will be sent to John specifying that if he accepts the project, it must be completed by August 31st. The deadline for his reply is July 21st. The letter should include the specifications for the bathroom project, including compliance with the ADA.

A written scope of work for the exterior project needs to be written. Dan Gehrhart is a possible 3rd bid for this project.

Plaque for Nancy: The library anniversary is October 14th, 2017. The plan is to have a plaque dedication around that time to honor her 20+ years of service and her efforts in the building addition project. Lucile will look into plaque sources.

Additional: A plaque for Miss Martha is already being designed.

**New Business:**

Motion to approve salary increases seconded and passed.

Motion to approve supplemental pay seconded and passed.

Lighting: It costs $400-500 to repair each burnt-out fluorescent light. Toni received a bid to replace all the fluorescents with LEDs. The cost to replace all the interior and exterior lights would be $14,000.

Lisa was granted permission to catch up on cataloguing after-hours.

Motion to hire a part-time shelving position seconded and passed.

The remaining new business items were discussed during the director’s report.

Additional: A discussion was held about how to modify the back door to make it ADA-compliant. Possibilities include having the door open in (if allowed in the fire code) or extending the alcove.

Next meeting is August 14th at 7 p.m.

Executive Session opened at 8:34.

Meeting adjourned: 8:53.