BOLIVAR – HARPERS FERRY PUBLIC LIBRARY

Board of Trustees Meeting Minutes

Tuesday July 9, 2018

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

Present were Deb McGee, Joan Goode, Jodi Robinson, Janet Harrison, Vickie Gale and Toni Milbourne

Approval of minutes: Joan Goode made a motion to review minutes.

Motion to approve with one correction: Joan Goode, 2nd Jodi Robinson. All agreed

**Director’s Report**: Details are in Director’s Report of July 9, 2018.

**Financial Report:** Director submitted a financial report dated May, 2018 with June to be submitted at the next Board meeting

**Unfinished Business**:

Employee Evaluations for 2017 & 2018: Board expressed concerns regarding 2017 reviews. Evaluation process will be reviewed and improved.

African American Festival: Deb McGee gave details of the Festival to the Board. The Festival will be on August 17, 2018 and the Library will receive free participation with a booth. Board discussed some possible handouts, such as bookmarks, pencils, children’s books with some suggestions for fun activities such as a Green Screen/tech games, geography/map games, a 3-D coloring app.

Budget vote: Deb McGee made motion for Executive Session @7:40 p.m., 2nd: Janet Harrison. All agreed. Joan Goode made motion to exit Executive Session @8:00 p.m., 2nd Jodi Robinson. All agreed.

Board agreed on a 2.5% incentive raise for Toni Milbourne with a possible additional 2.5% at the 6 month review. 5% performance raise for all other employees. Motion to vote: Joan Goode, 2nd Jodi Robinson. All agreed.

Motion to approve FY19 budget as presented Joan Goode, 2nd Janet Harrison

Review Individual Development Plan: Vote to approve minutes for Special Meeting of June 21, 2018. Approved as presented: Motion to vote, Jodi Robinson, 2nd Janet Harrison. All agreed.

Board reviewed Individual Development Plan with Toni Milbourne.

Quote for shelving: $1600 for 3 shelving units + approximately $450.00 for an additional shelving unit + installation costs which would be a line item under Capital Expenditures.

Personnel Policy: Board will review, revise and discuss at next meeting.

Motion to adjourn: 1st Joan Goode, 2nd Vickie Gale

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

**Meeting adjourned**: 8:41 p.m.

**Next meeting**: August 16, 2018 at 7:00 p.m.