BOLIVAR – HARPERS FERRY PUBLIC LIBRARY

Board of Trustees Meeting Minutes

Monday March 12, 2018

The meeting was called to order at 7:00 p.m.

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

**Comments/Questions from the Visiting Public**: Lisa Palmer

Minutes were distributed.

**Director’s Report**: Details are in Director’s Report of March  12, 2018. Director informed the Board of an upcoming Director’s training in April, 2018 which is followed by the Spring Fling.  The Director’s training is mandatory and the Library Commission pays for the expenses. Toni has applied for a grant for the Spring Fling.

**Financial Report**:

Accountant Eric Lewis attended to explain the monthly financial reports and answer questions from the Board. Monthly financial statements provided. Jodi Robinson requested that only she and Deb McGee sign reimbursement checks made out to Toni Milbourne. Gary Cogle was scheduled to speak about the State Purchasing Cards but was unable to attend due to a broken leg.

**Program Report**:  Board received program reports for February, 2017 and February, 2018.

**Unfinished Business**:

Toni Milbourne reported that there was an issue with the toilet that required a plumber. The toilet must be replaced and the plumber will cap off and remove the water fountain at the same time. Toni will check into a water delivery system and it’s costs.

Toni Milbourne informed the Board of the progress of the summer reading program. Also, Toni reminded the Board of the Adam Booth program at the Community Center on March 15, 2018.

Board President follow-up report: Deb McGee reported that she had been contacting the wrong person at Ethics Department and was now communicating with Mr. Derek Knopp. She asked him about the ethics/advisability of the library paying for Toni Milbourne’s MLS degree. Mr. Knopp stated that it is generally not advisable and that the question will be “Is the benefit to the Library or the Director”? Deb McGee then contacted Karen Goff with the same question and she replied that it is not common practice for the library to pay for employee’s MLS degrees.  The issue of tuition reimbursement  for Toni Milbourne is off of the agenda.

Board discussed healthcare benefits for full-time employees. Toni Milbourne called Lynn Walker in Payroll who suggested looking into other insurance companies, which she did and found it cost prohibitive. Toni Milbourne reports that she is still waiting to hear about whether it is allowed for the library to pay all or a percentage of full-time employee’s health insurance premiums and how to account for it. Janet Harrison suggested that Toni Milbourne ask if we can pay a fixed amount or a percentage.

Toni Milbourne discussed employee evaluations and explained that she had not completed all of the employee reviews for 2017 but would complete evaluations in April.

Janet Harrison and Jodi Robinson are the ad-hoc committee to make changes to the Policy and Procedure manual. Deb McGee would like them to compare the WVLA travel policy to the travel policy submitted by Jodi Robinson

**Meeting adjourned**: 8:45 p.m.

**Next meeting**: April 9, 2018 at 7:00 p.m.

Respectfully submitted,

Victoria Gale