BOLIVAR – HARPERS FERRY PUBLIC LIBRARY

Board of Trustees Meeting Minutes

Monday May 14, 2018

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

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

Toni Milbourne waived her right to privacy for the Director’s review and requested an open session.

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

Minutes were distributed and approved after amendments. Motion to approve Janet Harrison, 2nd Vickie Gale

**Director’s Review**: Deb McGee compiled the reviews submitted by the Board as per the April 9, 2018 Board meeting. Deb McGee suggested a performance improvement plan and offered to make an initial draft for the Board to discuss and consider. This plan would be for remediation that includes a timeline for completion and frequent interim reviews.

Some suggestions from the Board for areas of improvement for the Director included:

1) Spend a week shadowing Hali Taylor, the Director of the Shepherdstown Library.

2) Professional behavior and better relationship with employees and patrons.

3) Physically in the Library during business hours of 9:00 a.m. through 5:30 p.m.

Janet Harrison suggested hiring a Mediator at the Library’s expense and offered to find a Mediator and find out the costs.

**Director’s Report**: Details are in Director’s Report of May 14, 2018. It was suggested that if the Library would like to attempt a class, such as the jewelry class, that a supply fee could be charged to offset the expense.

**Financial Report:** Board received the budget report. Board agreed to peruse the report and discuss at next meeting June 13, 2018.

**Unfinished Business**:

Employee Evaluations: Deb McGee submitted 2017 and 2018 Employee Evaluations.

Policy revisions:

Jodi Robinson and Janet Harrison submitted Travel Policy Draft. Motion to review: Joan Goode, 2nd: Vickie Gale. Motion to accept amended Travel Policy: Joan Goode, 2nd: Vickie Gale

Jodi Robinson and Janet Harrison submitted Grievance Policy Draft. Motion to approve discussion: Vickie Gale, 2nd: Jodi Robinson

Healthcare Benefits: Director waiting for more information on costs.

New Business:

Purchase of new computers/possible grant: Director stated in the Director’s Report that the Library IT person (Tina) is gathering costs for 10 computers (2 new for staff and 8 refurbished for public use) and that Director would then submit a grant request to the WV Library Commission.

ESOL Books: agreed not to order at this time. Motion: Joan Goode, 2nd: Jodi Robinson

Times available for public participation at Board meetings: Suggested to move time of public comments to end of session.

WV Public Library Trustee Manual Compliance: Deb McGee requested that the Board adhere to the WV Public Library Trustee Manual regarding e-mails. Board members should not be e-mailing each other about Board business unless it’s to the entire Board.

**Meeting adjourned**: 9:03 p.m.

**Next meeting**: June 13, 2018 at 7:00 p.m.

Respectfully submitted,

Victoria Gale