BOLIVAR-HARPERS FERRY PUBLIC LIBRARY

Board of Trustees Meeting Minutes

Monday, Nov. 13, 2017

The meeting was called to order at 7:07 p.m.

Present were Deborah McGee, Joan Goode, Jodi Robinson, Janet Harrison, Vicki Gale and Toni Milbourne.

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

Minutes were distributed. Motion by Harrison to approve. APPROVED

**Director’s Report:** Details are in Director’s Report of Nov. 13, 2017.

 Director gave report of conference sessions attended.

 Board directed that Amazon Smile information be copied and provided to each patron at check-out to encourage benevolent giving while shopping on Amazon.

**Financial Report:**

Monthly financial statements provided. Board requests that someone from accountant’s office come explain Quick Books reports. Milbourne will contact Ours, Lawyer, Lewis to schedule individual.

**Unfinished Business:**

Status of bathroom/roof projects: Contract signed with Blue Ridge Construction. Work should be scheduled to begin within the next two weeks for outside project; later in the

Provision of proposed staff education/training costs: Discussion of whether it is ethical for the library to pay for education/training costs for director; would library pay for any employee’s education. Robinson indicated to hire qualified individuals so further education would not be necessary. McGee will contact Ethics Department in Charleston to question whether reimbursement for education is ethical. The director indicated costs incurred for her education are her own and will not be considered library responsibility.

 Discussion held on expenses incurred for WVLA Conference regarding why hotel rooms were booked for the night before the conference start. The initial schedule had sessions beginning at 10 a.m. Non-refundable hotel rooms (for less cost) were booked contingent on those times. Time for conference start subsequently changed to first session start at 12:30 p.m. Lisa Fox chose to drive alone (despite plans to ride in one vehicle) and chose to travel the day of conference. Milbourne applied for grant to cover expenses for conference and was awarded such from WVLA. Fox did not apply for grant so all expenses will be covered by library. Grant opportunities were available to all and had to be applied for per individual (i.e., one person could not apply for another).

Board Member bios needed for grant application: Board members reminded again to submit short bios which are required for grant application.

**New Business:**

Policy review and proposed changes. Robinson shared she had gathered sample policies from other libraries and suggested B-HF policies are sparse in comparison. Board will dedicate January 2018 meeting to policy revision session.

 Discussion held on having 2 staff members in library when open. Board informed this is the current policy although there are rare occasions when one individual is here although for minimal amounts of time. Board requested a volunteer list be compiled to contact so no one is in library alone. Robinson suggested that should an employee be alone, the library should be closed. No action taken on that suggestion.

Election of Secretary: Vicki Gale volunteered to serve as secretary for the Board.

Long and short term goals of the Board. The Board will bring to the January meeting “dreams” (thoughts/goals) of where the library’s future should be heading.

Holiday monetary compensation distribution. Motion by Gale to approve performance incentive pay for employees in the amount of a two-week paycheck. APPROVED.

Holiday gathering Dec. 11: The staff will provide a holiday dinner for the board on Dec. 11 beginning at 6:30 p.m. A white elephant gift exchange will be held for those who care to participate.

Motion to adjourn at 8:55 p.m.

Next meeting is December 11 at 6 p.m.