BOLIVAR-HARPERS FERRY PUBLIC LIBRARY

Board of Trustees Meeting Minutes

Monday, Oct. 9, 2017

The meeting was called to order at 7:08 p.m.

Present were Deborah McGee, Joan Goode, Jodi Robinson, Janet Harrison 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 Oct. 9, 2017.

Additional:

Martinsburg received $24,000 grant for ebook/audio books. Each affiliate library has been designated $4,800 to spend.

**Financial Report:**

Monthly financial statements provided.

**Unfinished Business:**

Status of bathroom/roof projects: Spoke with Blue Ridge Construction. Kevin will come to give us bid on the project.

McGee asked preference of afternoons/evenings to review Trustee Handbook. No decision made as to time.

Provision of proposed staff education/training costs: Discussion on tuition reimbursement. No decision made. Carry over to next meeting.

**New Business:**

Call for vote on re-doing side entrance. Motion made to table indefinitely.

Election of officers: Jodi Robinson volunteered to serve as treasurer. Secretary position remains open. Until filled, the director will complete minutes.

Bank signature cards: Robinson will be added to signature card at BCT. Proper signatures will be need to be obtained. Milbourne will see if she can get forms to the library; if not, each individual will have to stop at the bank. She will notify whichever the case may be.

Board Member Bios: Each board member indicated they would submit a short bio via email to the director for the purpose of a grant acquisition.

Additional Discussion Points: Author Fair is upcoming. Approximately 15 authors scheduled.

Discussion of the plaque purchased for Children’s area in honor of Martha Kasmier. The staff did not report donations as donations in the financial statements. Milbourne will research to see if at least checks written as donations can be tracked down for future audit purposes.

Motion to enter executive session at 8:15 p.m.

Motion to exit executive session at 8:25 p.m.

Motion to adjourn.

Next meeting is November 13 at 7 p.m.

Meeting adjourned: 9:15 p.m.