BOLIVAR-HARPERS FERRY PUBLIC LIBRARY

Board of Trustees Meeting

Monday, Sept. 11, 2017

The meeting was called to order: 8:25 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 Sept. 11, 2017.

Additional:

*Personnel:* Employees completing self-evaluations; complete evaluations to be done within the next few weeks. Lucile Allen was hired as part time shelver.

*Programs:* Fall programs underway for children and adults. Upcoming author fair has 13 committed authors for Oct. 28.

Oct. 14 will be 40th anniversary celebration. Will have special dedications, refreshments, etc.

**Financial Report:**

Monthly financial statements provided.

**Unfinished Business:**

Status of bathroom/roof projects: We did not receive any bids on our advertisement. We have sought some bids from local contractors and handymen. We did receive all items from Mr. Fridley except for granite countertop which he never picked up. He has provided contact information for the company so that we can get the granite.

**New Business:**

Discussion on Oct. 14 event: Refreshments will be served during 2-hour window. Plaques for Martha and Nancy will be unveiled.

Review Trustee Handbook: McGee will send email list of potential Saturdays for a Director’s Retreat to work through trustee handbook.

Handicap Parking: A patron has suggested that the handicapped parking spaces be closer to the side door. Board agreed to add additional handicap parking closer to the door. Director will look into having Mr. Lawson and his students install another sign as well as paint onto the pavement. Discussion also led to agreement that yellow no-parking lines be painted into the spot directly in front of the door.

Holiday Hours: Holiday hours. Motion by Goode to approve closing the library Dec. 23. Second by Robinson. Unanimous approval.

Additional Discussion Points: Director informed board that she has been accepted to graduate school. Board will continue to evaluate tuition reimbursement that was initially discussed in prior meetings when instructor was told to apply to graduate school. The remaining new business items were discussed during the director’s report.

The board requested that Director have staff submit proposed budget for any known training for the upcoming year including costs, mileage, etc. to help plan for funding in the education line item of the budget.

In addition, the board requested that the director report at the next meeting on what the staff does on a typical day.

Additional: A discussion was held about creating a business card service and/or resource information guidebook for the community.

Next meeting is October 9 at 7 p.m.

Meeting adjourned: 9:15 p.m.