BOLIVAR – HARPERS FERRY PUBLIC LIBRARY

Board of Trustees Meeting Minutes

Monday January 22, 2019

The meeting was called to order at 6:06 p.m. Pres. Janet Harrison

Present were Janet Harrison, Joan Goode, Jodi Robinson, Vickie Gale, Su Schmidt and Sara Curley

Motion to accept and approve minutes for regular Board meeting of December 10, 2018: 1st Su Schmidt, 2nd Jodi Robinson, all agreed

Director’s Report: Presented by Director, Sara Curley, details in Director’s Report

Financial Report: Presented by Director, Sara Curley, details in Financial Report

**Unfinished Business:**

Policies and Procedures Manual: discussion of changes & updates to Policies and Procedures Manual.

**New Business:**

Banking: Motion to add Sara Curley as signatory to the Library checking account at Bank of Charles Town. 1st, Vickie Gale, 2nd Su Schmidt, all agreed

Longevity Pay: Janet Harrison presented her findings regarding longevity pay in lieu of yearly bonus for Library staff. Su Schmidt proposes wording of “after 3 years of service” and “pay for each year exceeding 3 years”. Motion to vote and amend, 1st Su Schmidt, 2nd Joan Goode, all agreed

Welcome Open House for Director: Motion to approve an open house to introduce our new Director to the community on Saturday Feb. 2, 2018 from 2 – 4 p.m. Agreed that it is the responsibility of the Board of Trustees to make arrangements for announcements and refreshments. 1st, Joan Goode, 2nd, Jodi Robinson, all agreed

Motion to adjourn: 1st Su Schmidt, 2nd Joan Goode, all agreed

**Meeting adjourned**: 7:25 p.m

**Next meeting**: February 11, 2019 @6:00 p.m.