

Adams County Public Library

**Board of Trustees Regular Meeting
December 09, 2015 – 5:30 p.m.**

The Adams County Public Library Board of Trustees met on December 09, 2015, at 5:30 p.m. for their regular meeting at the West Union Public Library.

President David Hook called the meeting to order. Members present were Phil Rhonemus, Doug McClellan, David Hook, Danny Grooms, Linda Worley and Josie Winterhalter. Others present were Executive Director Nicholas Slone and Fiscal Officer Barbara Finnegan.

Linda Stepp was excused.

Motion #1 made by Josie Winterhalter, seconded by Danny Grooms **to approve the minutes of the regular meeting held November 11, 2015.** Motion carried. All yeas.

Report of Fiscal Officer

Motion #2 made by Doug McClellan, seconded by Phil Rhonemus, **to accept the financial reports of the Fiscal Officer and approve the payment of bills.** Motion carried. All yeas.

Motion #3 made by Linda Worley, seconded by Danny Grooms **to approve the necessary transfers from the General Fund (1000) to the Technology Fund (4002) and Permanent Improvement Fund (4005), so that each fund will have a balance of \$150,000.** Motion carried. All yeas.

Motion #4 made by Phil Rhonemus, seconded by Josie Winterhalter **to approve two appropriation transfers as recommended by the fiscal officer, retroactive to December 2, 2015 and December 7, 2015 respectively.**

Amount	From	To
\$1,000.00	1000-100-412-1000 Periodicals	1000-100-414-1000 Comp Services & Info
\$1,000.00	1000-100-373-1000 Tax Fees	1000-100-372-1000 UAN Fees

Motion carried. All yeas.

Motion #5 made by Danny Grooms, seconded by Linda Worley **to approve the request for an Amended Certificate of Revenue from the County Auditor reflecting a decrease of \$30,472.10 in 2015, as recommended by the fiscal officer.** Motion carried. All yeas.

Motion #6 made by Josie Winterhalter, seconded by Doug McClellan **to approve an increase in the monthly allocation of funds from the PLF to the Debt Service Fund (3001), as recommended by the fiscal officer. The monthly increase will be from \$8,334 to \$30,000, starting in January 2016. The acceleration will be used to retire the loan when it becomes callable in September 2017.** Motion carried. All yeas.

Motion #7 made by Phil Rhonemus, seconded by Linda Worley, **to authorize appropriation transfers as necessary to close FY 2015.** Motion carried. All yeas.

Motion #8 made by Phil Rhonemus, seconded by Linda Worley, **to approve temporary appropriations for FY 2016 as recommended by the fiscal officer 2015. Roll Call – Phil Rhonemus - yea, Doug McClellan - yea, David Hook – yea, Danny Grooms – yea, Linda Worley – yea, Josie Winterhalter - yea,**

Report of Executive Director

Motion #9 made by Josie Winterhalter, seconded by Doug McClellan to **accept donations, acknowledge volunteer services, and to approve library support group activities as requested.** Motion carried. All yeas.

Old Business

Motion #10 made by Linda Worley, seconded by Danny Grooms to **approve the proposal by Library Design to replace the flooring at West Union at a cost of \$42,088.** Motion carried. All yeas

New Business

Executive Session

6:30 p.m. Motion #11 made by Phil Rhonemus, seconded by Doug McClellan, to **enter into executive session to discuss the employment and compensation of employees. Roll Call – Phil Rhonemus – yea, Doug McClellan - yea, David Hook – yea, Danny Grooms – yea, Linda Worley – yea, Josie Winterhalter – yea.**

6:45 p.m. Reconvened in regular session

Motion #12 made by Josie Winterhalter, seconded by Danny Grooms to **approve Section 2.500 – Staff Titles and Descriptions, and Section 2.6000 – Staff Assignments 2016 as recommended by the executive director.** Motion carried. All yeas

Motion #13 made by Phil Rhonemus, seconded by Doug McClellan to **approve revisions to Section 2.610 – Wage and Salary Schedule 2016 as recommended by the executive director. Effective on 12/21/2015.** Motion carried. All yeas

Motion #14 made by Linda Worley, seconded by Josie Winterhalter to **accept the resignations Vicky Danielson as of 11/28/2015 and Freeda Nelson as of 12/11/2015.** Motion carried. All yeas

Motion #15 made by Danny Grooms, seconded by Doug McClellan to **approve the part time assignment of Amanda McCann as Library Clerk at a rate of \$9.06 per hour, effective 12/21/2015.** Motion carried. All yeas

The regular meeting was adjourned to meet in an Organizational Meeting.

Adams County Public Library Organizational Meeting December 9, 2015

The Adams County Public Library Board of Trustees met on December 9, 2015, at the West Union Public Library for their Organizational Meeting.

Chair Pro Tempore David Hook called the meeting to order.

Members present were Danny Grooms - yea, Doug McClellan-yea, David Hook – yea, Phil Rhonemus-yea, Linda Worley-yea and Josie Winterhalter-yea.

Linda Stepp was excused.

Nominating Committee members were present; Linda Worley, Josie Winterhalter and Danny Grooms. Their nominations for year 2016 are:

President – Danny Grooms
Vice-President – Linda Stepp
Secretary-Doug McClellan

Motion # 1 made by David Hook, seconded by Doug **McClellan to close the nominations.** Motion carried. All yeas.

Motion # 2 made by Josie Winterhalter, seconded by Linda Worley **to elect slate of officers as presented.** Motion carried. All yeas.

President Danny Grooms assumes the chair.

Organizational Governance

Rules for organization governance are provided in the Library Handbook Section 1.20 – Bylaws that were adopted March 12, 2003 with subsequent amendments.

Regular Meeting Schedule

Motion #3 made by Doug McClellan, seconded by Phil Rhonemus **to set the regular meeting date as the second Wednesday of each month at 5:30 p.m. at alternate locations in the following order: Manchester, North Adams, Peebles, West Union,** Motion carried. All yeas.

Fiscal Management

Motion #4 made by David Hook, seconded by Linda Worley **to re-appoint Barbara Finnegan as fiscal officer and Robyn Ritz as deputy fiscal officer.** Motion carried. All yeas.

Bond for the fiscal officer and deputy fiscal officer has been renewed for \$100,000.00 each, and other employees in the amount of \$5000.00 each.

First State Bank depository current agreement is effective until May 20, 2018.

Committee Appointments

- 1) Records Commissions (All Board Members)
- 2) Executive Committee (Board Officers)
- 3) Planning Committee – Phil Rhonemus, Josie Winterhalter and Linda Worley.
- 4) Audit Committee – David Hook, Doug McClellan, and Linda Stepp.

Administrative Wages

Motion #5 made by David Hook, seconded by Phil Rhonemus **to set the wages of the fiscal officer at \$44,290, deputy fiscal officer at \$14.44/hr., and executive director at \$65,405, effective 12/21/2015.** Motion carried. All yeas.

Since there is no further business, the organizational meeting is adjourned to meet in regular session at the Manchester Public Library on Wednesday, January 13, 2016, at 5:30p.m.

Secretary

President