Adams County Public Library

Board of Trustees Regular Meeting April 20, 2016 – 5:30 p.m.

The Adams County Public Library Board of Trustees met on April 20, 2016, at 5:30 p.m. for their regular meeting at the West Union Public Library.

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

David Hook was excused.

Minutes of the previous Board of Trustees meeting were reviewed and discussed.

Motion #1 made by Linda Stepp, seconded by Josie Winterhalter to approve the minutes of the regular meeting, held March 9, 2016. Motion carried. All yeas.

Report of Fiscal Officer

The financial reports submitted by the Fiscal Officer were reviewed and discussed.

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

Report of Executive Director

The monthly library reports submitted by the Executive Director were reviewed and discussed.

Motion #3 made by Josie Winterhalter, seconded by Phil Rhonemus to accept donations, acknowledge volunteer services, and to approve library support group activities as requested. Motion carried. All yeas.

Other Reports – There was damage to the roof at the North Adams Library. An insurance adjuster was/is to inspect the building. Termites were found at the Peebles location, and are being treated by Orkin. The Summer Lunch program is set to begin on June 1st and end on July 22, 2016. The program coincides with the Summer Reading Program, which ends on July 29, 2016.

New Business

Motion #8 made by Doug McClellan, seconded by Linda Worley, to approve the purchase, up to \$4,000, of an outdoor storage building for the North Adams Public Library, Motion carried. All yeas.

Executive Session

6:30 p.m. Motion #4 made by Linda Stepp, seconded by Phil Rhonemus, to enter into executive session to discuss the employment and compensation of employees. Roll Call – Josie Winterhalter - yea, Doug McClellan - yea, Danny Grooms - yea, Linda Stepp – yea, Linda Worley – yea, Phil Rhonemus – yea.

6:50 p.m. Reconvened in regular session

Motion #5 made by Linda Worley, seconded by Doug McClellan to **approve a new Job Description – Public Services Librarian.** Motion carried. All yeas.

Motion #6 made by Linda Stepp, seconded by Josie Winterhalter to approve revised policy Section 3.150 – Personal Grooming and Conduct. Motion carried. All yeas

Motion #7 made by Phil Rhonemus, seconded by Linda Stepp to **approve the following assignments and terminations:**

Part-time assignment as Library Clerk / Level 1 for Raymond Dunn at an hourly rate of \$8.80, effective March 30, 2016.

Part-time assignment as Library Clerk / Level 3 for Devin Blythe at an hourly rate of \$9.33, effective May 9, 2016.

Part-time assignment as Library Page for Shannon Bender at an hourly rate of \$8.10, effective April 4, 2016.

To accept the resignation of Mary Sue Martin, as of March 29, 2016.

To accept the resignation of Miranda Scott, as of April 29, 2016.

Motion carried. All yeas.

Adjournment

The meeting was adjourned to meet in regular session at the Manchester Public Library on Wednesday May 11, 2016 at 5:30 p.m.