

Adams County Public Library

Board of Trustees Regular Meeting November 9, 2016 – 5:30 p.m.

The Adams County Public Library Board of Trustees met on November 9, 2016, at 5:30 p.m. for their regular meeting at the Peebles Public Library.

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

Josie Winterhalter was excused.

There was no public participation.

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

Motion #1 made by Linda Worley, seconded by David Hook, **to approve the minutes of the regular meeting, held October 12, 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 Linda Stepp, seconded by Phil Rhonemus **to accept the financial reports of the Fiscal Officer, approve the payment of bills and authorizing the Fiscal Officer to negotiate the Library's CD renewal rate.** Motion carried. All yeas.

Motion #3 made by Linda Stepp, seconded by David Hook **to approve appropriation transfers as recommended by the fiscal officer, retroactive to October 20, 2016.**

\$4,000.00 From: 1000-100-419-1000 Other Library Materials
 To: 1000-100-451-1000 Administrative Supplies

Reports of Committees

Nominating Committee – Phil Rhonemus (Chair), David Hook and Linda Worley will report on appointment nominations for 2017.

Report of Executive Director

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

Motion #4 made by David Hook, seconded by Linda Worley **to accept donations, acknowledge volunteer services, and to approve library support group activities as requested.** Motion carried. All yeas.

Other Reports / Discussion – Discussion regarding the registering and preparing of 600 Library cards to be delivered to kindergarten through 6th grade students at Peebles. West Union Book Sale took in a total of \$511.

Old Business

The roof repair at North Adams was discussed. Representatives for the underwriters of the library and the contractor of the North Adams project, inspected the roof on November 2, 2016.

The HVAC unit at Manchester was discussed and the library has received three bids from county businesses.

Motion #5 made by Linda Stepp, seconded by Doug McClellan **to accept the bid from Kelly's Heating and Cooling for \$14,520.** Motion carried. All yeas.

New Business

Motion #6 made by Linda Stepp, seconded by David Hook **to approve Official Holidays for 2017.** Motion carried. All yeas.

New Year's Day	Sunday (Observed Monday)	January 1, 2017
Memorial Day	Monday	May 29, 2017
Independence Day	Tuesday	July 4, 2017
Labor Day	Monday	September 4, 2017
Thanksgiving Eve	Wednesday, close at 4:00	November 22, 2017
Thanksgiving	Thursday	November 23, 2017
Christmas Eve Day	Sunday (Observed Monday)	December 24, 2017
Christmas Day	Monday (Observed Tuesday)	December 25, 2017
New Years Eve Day	Sunday (Observed Monday)	December 31, 2017
New Years Day (2018)	Monday (Observed Tuesday)	January 1, 2018

Motion #7 made by Phil Rhonemus, seconded by Linda Worley **to approve revised policy Section 4.300 – Internet Use Policy.** Motion carried. All yeas.

Motion #8 made by Linda Worley, seconded by Doug McClellan **to approve renewal of the United Healthcare medical insurance plan, as quoted by SEBO, effective December 1, 2016.** Motion carried. All yeas.

Executive Session

6:20 p.m. Motion #9 made by Linda Worley, seconded by David Hook, **to enter into executive session to discuss the employment and compensation of employees. Roll Call – Phil Rhonemus – yea, David Hook – yea, Doug McClellan - yea, Linda Stepp – yea, Linda Worley – yea, Danny Grooms – yea.**

6:35 p.m. Reconvened in regular session

Motion #10 made by Doug McClellan, seconded by Josie Winterhalter **to approve a one time pay increase for current employees equal to 5% of total wages from January 2016 through November 2016, payable on the November 20, 2016 payroll. Roll Call – Phil Rhonemus – yea, David Hook – yea, Doug McClellan - yea, Linda Stepp – yea, Linda Worley – yea, Danny Grooms – yea.**

Adjournment

The meeting was adjourned to meet in regular session at the West Union Public Library on Wednesday December 14, 2016 at 5:30 p.m.