

Adams County Public Library

**Board of Trustees Regular Meeting
December 14, 2016 – 5:30 p.m.**

The Adams County Public Library Board of Trustees met on December 14, 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, Phil Rhonemus, Doug McClellan, Danny Grooms, Linda Stepp, Linda Worley and David Hook. Others present were Executive Director Nicholas Slone and Fiscal Officer Barbara Finnegan.

There was no public participation.

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

Motion #1 made by Josie Winterhalter, seconded by Phil Rhonemus **to approve the minutes of the regular meeting held November 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 Linda Stepp, seconded by Doug McClellan **to accept amended board minutes from November 2015. The amended minutes are required to correct a date error.** Motion carried. All yeas.

Motion #3 made by Linda Worley, seconded by Josie Winterhalter **to accept the financial reports of the Fiscal Officer and approve the payment of bills.** Motion carried. All yeas.

Motion #4 made by Linda Stepp, seconded by Doug McClellan **to approve two appropriation transfers as recommended by the fiscal officer, retroactive to November 14, 2016.**

Amount	From	To
\$100.00	1000-100-299-1000 Fringe B	1000-100-225-1000 Worker's Compensation
\$5,800.00	1000-100-110-1000 Salaries	1000-100-221-1000 Medical Insurance

Motion carried. All yeas.

Motion #5 made by Josie Winterhalter, seconded by Phil Rhonemus to authorize appropriation transfers as necessary to close FY 2016. Motion carried. All yeas.

Motion #6 made by Linda Worley, seconded by David Hook to accept the amounts and rates for FY 2017 as determined by the budget commission. Roll Call – Josie Winterhalter - yea, Phil Rhonemus - yea, Doug McClellan - yea, Danny Grooms – yea, Linda Stepp – yea, Linda Worley – yea, David Hook – yea.

Motion #7 made by Linda Stepp, seconded by Phil Rhonemus to approve temporary appropriations for FY 2017 as recommended by the fiscal officer. Roll Call – Josie Winterhalter - yea, Phil Rhonemus - yea, Doug McClellan - yea, Danny Grooms – yea, Linda Stepp – yea, Linda Worley – yea, David Hook – yea.

Report of Executive Director

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

Motion #8 made by Doug McClellan, seconded by Linda Worley to accept donations, acknowledge volunteer services, and to approve library support group activities as requested. Motion carried. All yeas.

Old Business

The HVAC units at the Manchester Library have been replaced by Kelly's Heating and Cooling for the cost of \$14,520.

New Business

Executive Session

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

6:30 p.m. Reconvened in regular session

Motion #10 made by Linda Stepp, seconded by Josie Winterhalter **to approve the following:**

- **To approve Section 2.500 – Staff Titles and Descriptions, and Section 2.600 – Staff Assignments, as recommended by the executive director. Effective 12/21/2016.**
- **To approve revisions to Section 2.610 – Wage and Salary Schedule 2017, as recommended by the executive director. Effective 12/21/2016.**

Motion carried. All yeas

Motion #11 made by Doug McClellan, seconded by David Hook **to approve the following staff changes and assignments.**

- **To approve the hiring of Holly Schumacher, effective December 5, 2016 and Charles Andrew Wilson, effective December 12, 2016 as Library Pages at the rate of \$8.10 per hour.**
- **To accept the resignations of Devin Blythe, effective December 10, 2016, and Harley Nichols, effective November 23, 2016.**
- **To approve a change of assignment for Michael Sheridan to Part-Time Library Clerk, Level 1, effective December 12, 2016, at a rate of \$8.80 per hour.**

Motion carried. All yeas

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

**Adams County Public Library
Organizational Meeting
December 14, 2016**

The Adams County Public Library Board of Trustees met on December 14, 2016, at the West Union Public Library for their Organizational Meeting.

Chair Pro Tempore Phil Rhonemus called the meeting to order.

Roll Call – Josie Winterhalter - yea, Phil Rhonemus - yea, Doug McClellan - yea, Danny Grooms – yea, Linda Stepp – yea, Linda Worley – yea, David Hook – yea.

Nominating Committee members were present; Phil Rhonemus (Chair), David Hook and Linda Worley. Their nominations for year 2017 are:

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

Motion # 1 made by Josie Winterhalter, seconded by Linda Worley **to close the nominations.** Motion carried. All yeas.

Motion # 2 made by Josie Winterhalter, seconded by David Hook **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 Linda Stepp, seconded by Linda Worley **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 Doug McClellan, seconded by David Hook **to re-appoint Barbara Finnegan as fiscal officer.** Motion carried. All yeas.

Motion #5 made by Linda Worley, seconded by Linda Stepp **to re-appoint 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 #6 made by Linda Stepp, seconded by Josie Winterhalter **to set the wages of the fiscal officer, deputy fiscal officer and executive director.** Motion carried. All yeas.

Motion #7 made by David Hook, seconded by Doug McClellan **to table the evaluations and wages for the fiscal officer, deputy fiscal officer and executive director until the January 11, 2017 regular meeting.** 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 11, 2017, at 5:30p.m.

Secretary

President