

Record of Proceedings
Adams County Public Library
West Union Public Library
Board of Trustees Regular Meeting
April 11, 2018

The Adams County Public Library Board of Trustees met on April 11, 2018, at 5:30 p.m. for their regular meeting at the West Union Public Library.

Phil Rhonemus called the meeting to order. Members present were Doug McClellan, Linda Worley, Danny Grooms, Josie Winterhalter, Linda Stepp, and Phil Rhonemus. Others present were Fiscal Officer Amy Werring.

David Hook and Director Nick Slone were excused.

Minutes of the previous Board of Trustees regular meeting were reviewed and discussed. **Motion #1** made by Linda Worley, seconded by Josie Winterhalter **to approve the minutes of the regular meeting held March 14, 2018.** 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 Danny Grooms **to accept the financial reports of the Fiscal Officer and approve the payment of bills.** Motion carried. All yeas.

Report of Executive Director

Nick supplied the monthly library reports for review in his absence.

The monthly library reports submitted by the Executive Director were reviewed and discussed. **Motion #3** made by Doug McClellan, seconded by Linda Worley **to accept donations, and acknowledge volunteer services, and to approve library support group activities as requested.** Motion carried. All yeas.

Old Business

Proposed revision to Section 1.520—Library Records Retention Policy: Robyn and Nick have worked on updating the Records Retention Policy. Our policy says Library Records Commission (all board members and the fiscal officer) must meet once every

Record of Proceedings

twelve months to review the Records Retention Schedule. We have received corrections from the Ohio History Connection. The changes have been made and the policy will be resubmitted to the Ohio History Connection. **Motion #4** made by Linda Stepp, and seconded by Josie Winterhalter **to accept the revised Policy Section 1.520-Library Records Retention Policy.** Motion carried. All yeas.

Amy presented Serpell Adkins' request for board input on wrapping the van to update its look and increase visibility. The board feels it is a great idea for the remaining grant funds and offered their support.

Amy provided an update on the Summer Food program, active shooter training and an emergency preparedness plan.

Adjournment

The meeting was adjourned to meet in regular session at the Manchester Public Library on Wednesday, May 9, 2018 at 5:30 pm.

Secretary

President