

**Adams County Public Library
Board of Trustees Regular Meeting
December 12, 2018– 5:30 p.m.**

The Adams County Public Library Board of Trustees met on December 12, 2018 at 5:30 p.m. for their regular meeting at the West Union Public Library.

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

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 David Hook **to approve the minutes of the regular meeting held November 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.

Motion #3 made by Doug McClellan, seconded by Josie Winterhalter **to authorize appropriation transfer of \$1590.00 from 1000-100-414-1000 Comp. Services and Info to 1000-100-225-1000 Workers' Comp. retroactive to December 5, 2018 as recommended by fiscal officer.** Motion carried. All yeas.

Motion #4 made by David Hook, seconded by Linda Stepp **to authorize appropriation transfers as necessary to close FY 2018.** Motion carried. All yeas.

Motion #5 made by Danny Grooms, seconded by Doug McClellan **to approve temporary appropriations for the FY 2019 as recommended by the fiscal officer.** Roll Call – Josie Winterhalter - yea, Phil Rhonemus - yea, Doug McClellan - yea, Linda Stepp – yea, Linda Worley – yea, David Hook – yea, Danny Grooms-yea.

Report of Executive Director

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

Motion #6 made by Linda Stepp, seconded by Josie Winterhalter to **accept donations, acknowledge volunteer services, and to approve library support group activities as requested.** Motion carried. All yeas.

Executive Session

5:59 p.m. Motion #7 made by Linda Worley, 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. Linda Stepp – yea, Linda Worley – yea, David Hook – yea, Danny Grooms-yea.

6:04 p.m. Reconvened in regular session

Motion #8 made by Linda Stepp, seconded by Doug McClellan to **approve the following policy revisions: Section 2.500 – Staff Titles and Descriptions, Section 2.600 – Staff Assignments 2019, effective December 23, 2018.** Motion carried. All yeas.

Motion #9 made by Linda Worley, seconded by Danny Grooms to **approve the following policy revision Section 2.610 – Wage and Salary Schedule 2018, effective December 23, 2018.** Motion carried. All yeas

Linda Worley was appointed as Chair Pro Tempore for the 2019 Organizational Meeting.

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

**Adams County Public Library
Organizational Meeting
December 12, 2018**

The Adams County Public Library Board of Trustees met on December 12, 2018, at the West Union Public Library for their Organizational Meeting.

Chair Pro Tempore Linda Worley called the meeting to order.

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

Nominating Committee members were present; Linda Worley (Chair), Josie Winterhalter, and Danny Grooms. Their nominations for the year 2019 are:

President – Phil Rhonemus
Vice-President – Linda Stepp
Secretary- Doug McClellan

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

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

President Phil Rhonemus 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 Linda Stepp **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 Danny Grooms **to re-appoint Amy Werring as fiscal officer and Robyn Ritz as deputy fiscal officer.** Motion carried. All yeas.

The 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, 2023.

Committee Appointments

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

Administrative Wages

Motion #5 made by Linda Stepp, seconded by Josie Winterhalter **to set the wages of the fiscal officer (\$38770.00), deputy fiscal officer (\$14.83/hour) and executive director (\$66923.00).** 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 9, 2019 at 5:30p.m.

Secretary

President