

Record of Proceedings

**Adams County Public Library
Manchester Public Library
Board of Trustees Regular Meeting
January 9, 2019 – 5:30 p.m.**

The Adams County Public Library Board of Trustees met on January 9, 2019, at 5:30 p.m. for their regular meeting at the Manchester Public Library.

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

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 and organizational meetings held December 12, 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 Doug McClellan **to accept the financial reports of the Fiscal Officer and approve the payment of bills.** Motion carried. All yeas.

Motion #3 made by David Hook, seconded by Danny Grooms **to approve permanent appropriations for FY 2019 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, and David Hook-yea.**

Report of Executive Director

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

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

Record of Proceedings

Old Business

The Board discussed and reviewed Policy Section 1.411-General Fund Minimum Balance with no changes at this time.

Motion #5 made by Linda Stepp, seconded by Josie Winterhalter **to adopt the policy Section 4.520 – Digital Video Surveillance in the Library Handbook.** Motion carried. All yeas.

Motion #6 made by Danny Grooms, seconded by David Hook **to revise policy Section 1.520 – Library Records Retention Schedule.** Motion carried. All yeas

New Business

Motion #7 made by Josie Winterhalter, seconded by Doug McClellan **to revise policy Section 3.710 – Library Credit Cards effective February 1, 2019.** Motion carried. All yeas.

Motion #8 made by Linda Stepp, seconded by Danny Grooms, **to appoint Nicholas Slone as the Credit Card Compliance Officer for 2019.** Motion carried. All yeas.

Nick opened the discussion of the Priority Dispatch contract through the State Library of Ohio which will be up for renewal June 1, 2019. He would like the Board to consider some alternative methods and will research costs and liabilities to bring to future meetings.

Adjournment

The meeting was adjourned to meet in regular session at the North Adams Public Library on February 13, 2019.

Secretary

President