

**Monthly Board Meeting for November**

Mr. Keim called the meeting to order at 4 p.m. Present were Mr. Cherry, Vice-President; Mr. Littell, Treasurer, and Ms. Brooks, Secretary. Other trustees present were Ms. Stull and Ms. Stocks. Ms. Smith was absent. Library Director Ms. Tyner; Ms. Steelman Wilson, Assistant Director; and Nancy Bennett, League of Women Voters observer, were also present.

**Minutes:** Ms. Brooks made a motion to accept the minutes, seconded by Mr. Littell. Motion carried.

**Claims:** Ms. Tyner presented claims of \$156,698.84 with brief explanations. Ms. Stull made a motion to accept the claims, seconded by Ms. Brooks. Motion carried.

**Committee Reports:** Ms. Brooks presented highlights of the October 15 Main Street board meeting. Acting Treasurer fixing previous mistakes using Quickbooks, Ms. Lucas reported on success with Downtown Development Week, and the last Main Street event for 2019 will be the Downtown Party Night on Saturday, November 30. Full report will be attached to the library minute book. No report from Park and Rec Board. No new action from the personnel policy committee.

**Old business:** Ms. Tyner presented a solicitation policy which had been submitted for consideration in October. Ms. Stull moved to accept the policy as presented. Ms. Brooks seconded. Motion carried. The Chamber Wellness Clinic will open for business on December 1. A number of questions remain about the benefit and will be investigated further prior to the next board meeting. Mr. Littell moved to approve access to the clinic as an employee benefit to be paid by the employee. Mr. Cherry seconded. Following discussion, Mr. Littell withdrew his motion, and Mr. Cherry withdrew his second. Mr. Littell moved to approve paying the first month's cost for any employee who agrees to sign up for the clinic, and who agrees to pay the subsequent months' cost. Mr. Cherry seconded. Motion carried. The issue will be revisited soon when more information is known. Ms. Tyner presented Architect Judi Kleine's office space proposals for the library administrative staff. Mr. Littell proposed postponing until the first quarter of 2020. The board will revisit the issue in February 2020.

**Director's Report:** Ms. Tyner noted no surprises in the statistical portion of the report, and reported on a number of human resources matters. Hires have been completed for a CMMC Assistant, Denise Ducharme, and two Circulation Assistants, Marissa Garcia and Amber Howard. Interviews are upcoming for Reference/LH Assistant. Staff Development Day is upcoming on December 13. Two trustees and five staff members attended the Indiana Library Federation Conference. We received four comment cards this month, all positive, and one requesting a Bluetooth printer. Ms. de Assis-Wilson received a thank you from the presenter of our recent Nature Journaling Workshop.

**Financial Report:** Ms. Tyner presented the complete financial report, appropriation report, and bank balances through the end of October. Mr. Littell will propose transfers in appropriation balances to eliminate deficits in line items in the appropriation report.

**New Business:** Ms. Stocks, Mr. Littell, and Ms. Tyner attended the Indiana Library Federation conference in early November. Ms. Stocks attended a session about fundraising, Mr. Littell attended a session on eliminating late fees, and Ms. Tyner attended a session on crisis communication. All were good, informative presentations. The Montgomery County auditor has notified the library that future tax distributions will be made via direct deposit. Ms. Tyner presented the distribution amounts from the Montgomery County Community Foundation. Ms. Brooks moved to take the funds distributions from the MCCF rather than reinvest. Mr. Littell seconded. Motion carried. The 2020 Salary Ordinance, 2020 Statement of Salaries and Wages, and Salary Schedule were presented by Ms. Tyner for board review. Mr. Littell moved to table the items until next month. Mr. Cherry seconded the motion, and the motion carried. Ms. Brooks discussed having the library sponsor an employee who had been nominated to attend the Leadership Academy at a cost of around \$1,100. Ms. Stull was in agreement with the possibility. The subject will be revisited after it is determined if the employee is interested in attending.

**Public Comments:** No public comments.

**Adjournment:** Mr. Littell moved to adjourn, seconded by Mr. Cherry. Meeting adjourned at 5:34 p.m.