

Board of Trustees' Meeting  
Arcanum Public Library  
November 15, 2018

Present: Barb Garrison, Jan Roestamadji, Deb Dynes, Curtis Schafer, Paul Myers, Jean Miller, Mark Wright, Rose Lambert.

Absent: Randy O'Dell

President Jan Roestamadji called the meeting to order at 6:00 p.m.

1. Minutes: One change to the minutes of the last meeting was made under New Business, item no. 4 to read *resignation* rather than recognition.

Motion: Paul made a motion to approve the revised minutes of the last meeting of the Board of Trustees. Rose seconded the motion. All voted yea.

2. Financials: The financial reports were reviewed and discussion followed.

Motion: Paul made a motion to accept the financial reports. Barb seconded the motion. All voted yea.

3. 2019 Salary and Payroll Policy: There was a review and discussion of the 2019 Salary and Payroll Policy. A motion on the matter is not needed at this time and will be dealt with in a timely manner.

4. Approval of Invoices: Motion: Rose made a motion to pay the invoice to Ed Rike Plumbing, Inc, for service/labor/materials to replace the 50 gal. hot water heater at the cost of \$1,585.00. Barb seconded the motion. All voted yea.

5. Reimbursements: Motion: Rose made a motion to reimburse Curtis Schafer in the amount of \$51.67 for mileage when attending OLC Government Relations Meeting on 10/31/18; and Kirsty Netherly in the amount of \$20.00 for Story Time Halloween Party supplies.

Barb seconded the motion. All voted yea.

6. Withdrawals: Motion: Rose made a motion to approve the withdrawals. Jean seconded the motion. All voted yea.

Withdrawals: 699 cataloged books, 1 Book on CD, 1 Magazine.

7. Donations: Motion: Rose made a motion to accept the donation. Mark seconded the motion. All voted yea.

Donation: 1 box of books.

8. Maintenance: Ed Rike Plumbing replaced the 50 gallon Hot Water Heater.

9. Updates:

A. New Sign: Sign Dynamics is working on a new design to be presented for consideration for use in the front yard of the library.

B. Christmas Giveaways: Each Board Member was given a pack of post it notes with Library logo, phone number and website on them. The post it notes will be given to patrons of the library for Christmas giveaways.

C. New Board Member: Dan Sink will be coming on the Library Board as a new member starting the January, 2019 year. He will be invited to attend the December meeting to get acquainted with the Board and view the procedures of a meeting.

D. One Book: The book receiving the most votes for the combined libraries and future activities reading was author, John Marrs' book The One. Arcanum library will be obtaining several copies for reading.

New Business:

A. Employee Handbook Discussion: The Employee Handbook was presented to the Board Members. There was discussion of adding vacation days allotted to employees in the handbook. Each Board Member is encouraged to read and review the Handbook before the next meeting. A vote will be taken on the Employee Handbook at next month's meeting.

B. Staff Christmas Party: Curtis stated the Staff Christmas party will be held on December 14 at the Arcanum Library.

Motion: Barb made a motion to approve purchase of supplies for the staff Christmas party with proper public use of funds for staff recognition. Paul seconded the motion. All voted yea.

Rose left the meeting at 7:00 p.m.

C. Jan ask Curtis to research possible Fiscal Officers and Library Directors evaluation forms from other sources that could be implemented for the Arcanum Library and not have to be rewritten each year.

D. Curtis approached the Board with the possibility of establishing an Endowment Fund. Deb explained that a line item could be added for the fund. When money is donated to the library for a specific use that would be designated in the established Endowment Fund, when is would be placed there for those specific uses. Curtis will be researching and getting better details of an Endowment Fund and present it to the Board of Trustees.

The next meeting of the Board of Trustees will be December 13. Note, the meeting will be the *second Thursday of the month*, not the usual third Thursday of the month.

Mark made a motion to adjourn the meeting. Barb seconded the motion. All voted yea.

The meeting adjourned at 7:20 p.m.

Respectfully submitted,  
Jean Miller,  
Secretary