

MINUTES OF THE LEBANON PUBLIC LIBRARY BOARD OF TRUSTEE'S
NOVEMBER 24,2009

Board President Sharon Wood called the meeting to order. Members attending were Sharon Wood, Karen Richards, David Koehler, Emmadell Sturgis, Linda Jones, and Marsha Truitt, Jane Myers arrived late.

Sharon Wood read a letter from Mary Alice Horton, of the Aurora Public Library, praising and congratulating Kay on being named Outstanding Librarian of the Year.

The Mission Statement was read by Marsha Truitt. The Secretary's Report was shared. Linda Jones made the motion and David Koehler gave the second to approve the minutes as amended.

The Treasurer's Report was shared. Claims were discussed . Marsha Truitt made the motion and Karen Richards gave the second to approve and pay claims 11287-11462.

Under Action Items, Karen Richards, David Koehler, and Linda Jones will be the nominating committee for the 2010 Officers. The Holiday schedule for 2010 was discussed. David Koehler made the motion and Linda Jones gave the second to approve the 2010 Holiday Schedule. The 2010 Salary Schedule was presented. There were no changes made from the 2009 Salary Schedule. Marsha Truitt made the motion and Emmadell Sturgis gave the second to approve the 2010 Salary Schedule. The HAVC Maintenance Agreement was presented for Havel. Jane Myers made the motion and Linda Jones gave the second to approve the Maintenance Agreement. The Resolution to Move Balance Construction Fund to Operating Fund (\$6,292.50) was presented. David Koehler made the motion and Marsha Truitt gave the second to approve the Resolution to Move Balance in Construction Fund to the Operating Fund.

The Board discussed collecting food for fine from December 1-December 21. After discussing that this is the time of the year that the Food Pantry is usually well stocked and not in as much need, it was decided to hold off until later in the year.

Chase Martin from the Circulation Department gave an update on the Circulation Department. He explained the many patrons spend up to 1 ½ hours per day on the computers. The time can be broken up during the day. Patrons must pay before they print jobs. Amber Maslanka has been hired to replace Joyce Sommers. She spends 20 hours shelving and 5 hours helping Chase on a weekly basis.

In her Director's Report, Kay said that she needed 3 in-service days per year. She requested to be able to pick the days. LEU'S will be available for these days. Kay is to let the Board know a month in advance for each day. Marsha Truitt made the motion and Jane Myers gave the second for the 3 in-service days,

For the Christmas Party, the Board directed Kay to make purchases from Petty Cash and the Board will reimburse her.

The date of the next Library Board Meeting is being changed from December 22 to December 29 as more Board members can attend on that date.

Marsha Truitt made the motion and Linda Jones gave the second to adjourn the meeting.

Marsha Truitt, Secretary

Sharon Wood, President