**GRANT COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**REGULAR BUSINESS**

 **May 14, 2018**

**Call to order:** 7:01 pm Community Room

**Type of meeting:** Regular Business

**Presiding Officer:** Marylee Willoby, Board President

**Quorum:** Present

**Trustees Present:** Marylee Willoby, Roxanne Howe, Paul Messner, Matthew Smith and Cara Copes

**Also Present:** Susan Nimersheim, Director; Amy Coghill, Administrative Assistant and Macy Howe

**Absent:** None

**Agenda approval and adoption:** A motion was made by Paul Messner to approve and adopt the agenda and seconded by Matthew Smith. Motion carried.

**Public Comment:** None

**Secretary’s Report:** The April 2018 minutes were reviewed and the report was approved with corrections upon a motion made by Paul Messner and a second by Matthew Smith; motion carried.

**Treasurer’s Report:** The April 2018 Financial Report was reviewed and presented. The report was approved upon a motion made by Cara Copes and a second by Roxanne Howe. Motion carried

**Business:**

1. Budget – The board went over the budget worksheet again for FY19. We will vote on the budget at the June board meeting.
2. Construction update – The sidewalks have been completed but the construction crew left quite a mess. Susan has contacted them and they will have it cleaned up before the Summer Reading Kick Off on June 2, 2018. They have not yet built the retaining wall as there is a delay in finding brick to match our existing building.
3. Approval of Payment No. 1 – Additions and Alterations – Paul made a motion to make a payment in the amount of $22,931.00 to Ashley Construction. Seconded by Roxanne Howe. Motion carried.
4. Approval to combine bank accounts 102-Cash in Bank-Operating and 103-Cash in Bank-Platinum

The 103 account was created years ago to earn interest and move needed funds into 102 account. Susan and Amy feel like we could combine these accounts at this time. Susan has reached out to Denise and Chip for advice on this matter. Roxanne recommended we table this until Susan hears what they say.

1. Summer Reading Program – Begins with Kickoff on June 2 from 11am to 2pm. Will end July 30th. Susan reports many programs are planned and Fuel the Mind summer feeding program will begin on June 4th.
2. Days Closed – May 21-23 Susan reports that the library will need to be closed these days for transfer of the electric. A motion was made by Roxanne Howe to close the days of May 21 through May 23. The motion was seconded by Paul Messner. Motion carried.
3. Staff Training – Susan has plans for staff training and team building on May 21 through May23. The board approved this training with a motion by Matthew Smith and a second by Roxanne Howe.
4. Director Review – The board discussed the performance of Director Susan Nimersheim for the last year. We are very pleased with her work especially concerning securing grant money for expansion and the plans for expansion. A motion was made by Paul Messner to give her a 3% raise retroactive to January contingent on completing and maintaining her state mandated certifications. Roxanne Howe seconded the motion. Motion carried.
5. Board appointees for this year will be Paul Messner for a second term and Bill Oliver. Appointees have already gotten approval by the state library board and the county judge.

**Policy Review:** None

**Reports:**

1. Director’s Report – Susan presented her report for April 2018.
2. Regional Report – Susan also presented the Regional report as Chris Bischoff was unable to attend.

**Correspondence:** None

**Board Member Comment: None**

**Adjournment:**  Motion made to adjourn by Paul Messner and seconded by Roxanne Howe. Adjournment at 8:20 pm

**Next Board Meeting:** Monday, June 18, 2018 (Special Meeting) 7 pm.

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President Secretary