

**South Country Library  
BOARD OF TRUSTEES MEETING  
December 21, 2017  
MINUTES**

**I. CALL TO ORDER**

**J. Neal called the meeting to order at 7:02 p.m**

**Present: J. Neal, A. Kamran, J. Johnson, C. Trent, S. Binnington, C. Gagliano, R. Hunt**

**Absent: G. Cruz, M. Gillette**

**Staff/Audience: K. Sembler, P.O'Leary, F. Wiener, K. Kellenberger, D.Iadicicco, S. McDonald**

**II. Remarks from the Audience: None**

**III. APPROVAL OF THE MINUTES OF THE November 16, 2017 MEETING**

**A. Kamran made a motion to approve the Minutes of the November 16, 2017 meeting, seconded by J. Johnson. The vote was unanimous.**

**IV. Report of the Treasurer**

**A. Balance Sheets**

- 1. General Fund - \$2,055,386.59**
- 2. Endowment Fund -\$6,135.69**
- 3. Capital Fund - \$408, 772.28**

**B. Operating Warrants**

**J. Neal stated that the treasurer's report be placed on file for audit.**

**V. Report of the Administrators**

**The Library had a very positive response to the newly renovated break room. Paint night raised \$360.00 to be used for programs in the Children's Library during**

**February break. South Bay Art Association Holiday Fair raised \$200.00 for adult programs at the library. Family Christmas photos will be continued next year. Pot Luck Thanksgiving dinner was a great success.**

**J. Johnson made a motion to approve the Report of the Administrators, seconded by A. Kamran. The vote was unanimous.**

**VI. Report of the Committees:**

- A. Budget & Finance-** The Budget and Finance Committee met and submitted the following recommendations: increasing the starting salaries for clerical workers to \$15.00 per hour, Librarian Trainee to \$22.00 per hour and the entry level salary for Librarians to \$46,000. and to adjust the employees health insurance contribution back to 15% for the single plan and 25% for the family plan. Because we had surplus monies in the salary budget we were able to implement these changes in January 2018.
- B. Buildings & Grounds- None**
- C. Personnel- None**
- D. Community Affairs- None**
- E. Hubbard Fund- None**
- F. Long Range Planning- None**
- G. Nominating Committee- None**

**VII. Old Business**

**A. ADA Policy**

**A. Kamran made a motion, seconded by C. Trent to approve the ADA policy, as amended. The vote was unanimous.**

- B. Ethics Policy-An ongoing discussion regarding the current library policy for "Ethics Statement for South Country Library Trustee."**

**VIII. New Business**

**A. Library Budget for 2018-19.**

There were three objectives: The salaries of staff were increased, including the starting salary recommendations from the Budget & Finance Committee. Building and repair line was additionally increased. Tech equipment and the Makerspace line was increased as well.

**A. Kamran made a motion, seconded by C. Trent to approve the budget as presented. The vote was unanimous and the motion carried.**

**B. Review and approve NEW Computer Systems Backup & Security Policy**

**J. Johnson made a motion seconded by S. Binnington to approve the Computer Systems Backup & Security Policy. The vote was unanimous.**

**IX. Other- K. Verbesey's recent meeting to the Board was extremely beneficial and informative.**

**X. Remarks from the Audience - None**

**XI. Executive Session**

**J. Neal made a motion, seconded by C. Gagliano to enter into executive session to discuss employment evaluation of an employee. The vote was unanimous.**

**XII. Adjournment**

**C. Trent made a motion, seconded by S. Binnington to adjourn the meeting at 8:15 p.m. The vote was unanimous.**