

**South Country Library
BOARD OF TRUSTEES MEETING
June 20, 2019
MINUTES**

I. CALL TO ORDER

J. Neal called the meeting to order at 7:05 pm.

Present: J. Neal, A. Kamran, S. Binnington, G. Marschall, C. Walsh, C. Trent, C. Gagliano, J. Nix

Absent: J. Johnson

4 staff members in attendance

0 members of the public in attendance

II. Remarks from the Audience: None

III. APPROVAL OF THE MINUTES OF THE May 16, 2019 MEETING

A. Kamran made a motion to approve the Minutes of the May 16, 2019 meeting, seconded by G. Marschall. The motion passed unanimously.

IV. Report of the Treasurer

A. Balance Sheets

- 1. General Fund - \$2,485,576.14**
- 2. Capital Fund - \$348,341.08**
- 3. Endowment Fund - \$8,425.92**

B. Operating Warrants

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

V. Report of the Administrators

Long range planning: engineering facility study for the library was completed. A full report to the board will occur in the fall. Preliminary space planning meeting was conducted. They will present layers of options to the board including short term and long term plans. Building needs team met to discuss efficient utilization of the library. Ideas presented were to have a Maker Space, small program area, quiet study area and re-define the Teen area. LED project is continuing. Phase 2 LED will begin. Gene Hall memorial will be held at the Library on July 11th at 6:00 pm. Annual Blood drive will be held July 12th 1:00-7:00.

C. Trent made a motion to approve the Report of the Administrators, seconded by J. Nix. The motion passed unanimously.

VI. Report of the Committees:

A. Budget & Finance- None

B. Buildings & Grounds- BBS is conducting the Space Planning and Facility Study. Adding a tree to the front of the library is being discussed along with adding some plants to the garden area.

C. Personnel- Meeting was held on May 30th to create Library Director's evaluation form. On June 25, Cameron Trent requested a meeting to discuss a personal matter.

VII. Old Business- none

VIII. New Business-

A. By the Cover Insurance Program

J. Nix made a motion to approve switching to the By The Cover Library Insurance Program at a cost of \$23,335.38, seconded by G. Marschall. The motion passed unanimously.

B. Internet Policy

C. Walsh made a motion to approve the revised Internet policy, seconded by C. Trent. The motion passed unanimously.

C. Reassign General Operating Funds

C. Trent made a motion to transfer \$6,950 from account #0200-Fund Balance- Unassigned to a new account #0218 Fund Balance-Library App- Committed, seconded by S. Binnington. The motion passed unanimously.

D. Bottle Filling Station Proposal

J. Nix made a motion to approve installing a bottle filling station for a cost to not exceed \$3,500., seconded by C. Trent. The motion passed unanimously.

E. Downstairs Flooring Proposal

C. Walsh made a motion to approve the flooring project for a cost to not exceed \$32,000., seconded by J. Nix. The motion passed unanimously.

IX. Other-none

X. Remarks from the Audience – F. Wiener suggested to monitor the water filter for usage and to change the filter more frequently, if needed.

XI. Executive Session

G. Marschall made a motion, seconded by A. Kamran to enter executive session at 7:51 pm to discuss the medical, financial, credit or employment history of a particular employee. The motion passed unanimously.

C. Trent made a motion, seconded by G. Marschall to exit executive session at 8:20 pm. The motion passed unanimously.

XII. Adjournment

A. Kamran made a motion to adjourn the meeting at 8:20p.m., seconded by C. Gagliano. The motion passed unanimously.