

# Perry Cook Memorial Library

## Board of Trustees

**Date: October 8, 2019**

Library Director  Patricia Dollisch: Fiscal Officer  Kile Byington: Pres.  Dave Oates: V. Pres  Deb Statler: Sec.  Chris Coe: Members:  Tim Eichorn:  Amanda Young:  Mary Rousch

**Minutes:**

Dave called the meeting to order. All members, the director, and the fiscal officer were present. Minutes of the September 10, 2019, meeting were read. Amanda moved to accept the minutes as read. Deb seconded it. All agreed.

**Patricia:**

The HVAC system has been repaired by Standard Heating and Air, and the flags have been replaced.

When Patricia checked the Dynamics Network quote for updating the library computers, she realized that the charge would be \$3,000 instead of \$9,000 as stated in the September minutes so she will have them update the computers from Windows 7 to Windows 10.

Niccole and Jane are going to work with the Claymation studio so that the library can start having classes with older children. Claymation will also be used to create a marketing video to mount on the library website.

A2Z school is going well.

The library will hand out candy to children on Halloween, and will host Trunk or Treat for anyone interested in coming to the library parking lot to hand out candy instead of at their homes.

Patricia called the Attorney General's office to inquire about the status of legal proceedings against the library's former clerk/treasurer and was informed that normally that office does not communicate with the "victim".

An additional Amish school has been added to the schools who take part in our book delivery service.

**Kile:**

Kile reported that the September bank statement has been reconciled.

The library has received all records back from the Special Auditor's office and Kile has notified the BHM Group which conducts the library's audits, that they can start the biennial audit whenever they choose to do so. Kile stated that she should have a draft of the fiscal year 2020 budget by the November meeting. She asked that any member who has any thoughts regarding the budget and prioritization of expenditures to please let her know some time this month. Amanda moved to accept the financial report and pay the bills. Tim seconded it. All agreed.

Kile presented a detailed Salary and Benefits Study Summary which included current salaries, and possible job classifications and salary improvement scenarios, to the board for their review. Discussion followed. Kile will create more scenarios for the board to consider and bring them to the November meeting.

Patricia talked to the board about the library survey she has created for community members to complete which will provide the board with valuable information for planning in the future. Amanda moved to approve approximately \$300 for the purchase of three (3) Kindles to be given as prizes in a drawing for those completing the survey. Mary seconded it. All agreed. Tim moved to adjourn. Mary seconded it. All agreed. Meeting adjourned.

President: \_\_\_\_\_

Secretary: \_\_\_\_\_

