

Perry Cook Memorial Library

Board of Trustees

Date: March 12, 2019

Clerk, Treasurer/ Library Director: Patricia Dollisch; Pres. Dave Oates; V. Pres. Deb Statler; Sec. Chris Coe; Member: Jon Lanker: Tim Eichorn; Amanda Young; Mary Roush

Minutes: Dave called the meeting to order. Minutes of the February 12, 2019, board meeting was read. One correction was made to the minutes. Star Account is for public entities.

Tim moved to accept the corrected minutes. Mary seconded. All agreed.

Patricia reported that we finished paperwork for our E-Rate application. There will be a new program offered: Laser Craft with glass. It will be offered by Julie Parsons, of Laser Craft Studios. Chad Redmon from Northmor Local Schools reached out and asked Patricia if Perry Cook Memorial Library partner with them as part of the 21st Century Community Learning Center grant they were writing.

It has been difficult to get a phone call returned from visiting clerks. Local Government Services will not be able to help until June. The End of the Year Statement is due at the end of the April thanks to an extension. The board has decided to not move any money around or change the Actual vs. Estimated Appropriations. Financial statement for February is attached and the bank statement is available if needed. All came to a balance. Financial discussion ensued.

Dave would like the Circulation Income Report listed as a separate line item on the Board Financial Report.

Tim made a motion to pay bills and accept the financial report. All agreed.

Public Meeting Space Policy Amendments were discussed. The \$15 public meeting fee will be removed. Mary motioned to accept the Public Meeting Space Policy with revisions. Amanda seconded. All agreed.

Credit Card Policy was reviewed and discussed. Tim moved to accept the credit card policy. Mary seconded. All agreed.

Patricia held interviews last week for the open library assistant position. She will hire Rodney Goodwin for Thursday nights and Dana Jackson to help the rest of the week. Patricia is seeking estimates to seal the driveway. Mr. Porter's estimate came in at \$3,500.

Tim recommends we start working on job description for a new clerk and begin posting the position as soon as possible to help Patricia.

Tim moved to adjourn. Mary seconded. All agreed.

President: _____

Secretary: _____