

Marion County Library Sub-District #1
Board of Trustees
Minutes
February 19, 2019

The meeting of the Marion County Library Sub-District #1 board of trustees was called to order with Ellen Stuhlman, Jerry Trower, Andrea Barnes, Jason Janes, Leeanna Delaney and Director Stephanie Harrington present. President Stuhlman called the meeting to order at 5:00 pm.

There were no public comments.

Minutes from the January meeting were approved.

The board approved the expenditures and then reviewed and approved the January financial reports.

Treasurer Jerry Trower presented the 2019 Budget and it was approved.

Directors Report:

- Building Improvement Project Status – contacting contractors and architects. Director's office is complete and with the board's approval, Mark McPike will bid and complete the wall separating the circulation area and the staff work area.
- Dunkle Cabinets in Palmyra will work with director to design and build a circulation desk best suited for our needs.
- The locks were changed for building 212 due to the locks not having been changed in several years. The possibility of several keys being out in the community prompted this action.
- Strategic plan development for the library – is was presented to the board and the decision was made to continue that discussion next month.
- An inclement weather policy was established. The Director will have sole discretion regarding library hours of operation based on weather conditions. If the director makes the decision to close or not open due to weather employees will be paid for time missed. If the employee chooses not to report to work when the library is open, they will have the option of using vacation time or not being paid if the library is open.
- The DUNS number was updated for grants.
- The new staff desktop computers have been installed and the board approved a maintenance contract with Tigerhawk Technologies for 2019. Cost \$100/month.
- The final totals for the computers and supply cabinets were \$2,982.36. Total cost for director office renovation was \$3,572.
- The roof is leaking in the children's room. Board authorized the director to contact roofers to complete the work.

- Director expanded the checkout, renewal and max items for checkout and hold to be more patron friendly.

With no further business, the meeting adjourned.

Leeanna Delaney, Secretary