

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
January 11, 2020

President Gary Holcomb called the meeting to order at 9:03 A.M.

A motion was made by Gary Holcomb and seconded by Elizabeth Norcutt to appoint Suzanne Downing as secretary Pro Tem. Five ayes and zero nays. Motion carried.

1. Roll Call: Present were: Suzanne Downing, Gary Holcomb, Elizabeth Norcutt, Crystal Parker, Roger Strasemeier.  
Absent: Catherine Boettcher and Merriona Pierce (arrived at 9:12 am)
2. Minutes: A motion was made by Roger Strasemeier and seconded by Crystal Parker to approve the November minutes as presented. Five ayes and zero nays. Motion carried.
3. Correspondence: Director Williams-Baig presented a quote from Amber Mechanical for rooftop repairs in the amount of 2,679.00. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to proceed with the roof repairs. Roll Call Vote: Suzanne Downing, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried.
4. Legal Counsel: None
5. Librarian's Report: As presented.
6. Committee Reports:
  - A. Budget and Finance: January monthly Financial Report presented and attached.
  - B. Policy and Bylaws: The changes proposed and approved at a previous meeting were reviewed. No action was taken.
  - C. Personnel: A discussion was held regarding the proposed new position. No action was taken
  - D. Public Relations: None
7. Unfinished Business:
  - A. The changes proposed and approved at a previous meeting were reviewed. No action was taken.
8. New Business:
  - A. A Meeting Room policy was presented for review. Several Trustees had questions and asked for more information. No action was taken.
  - B. A Reasonable Suspicion policy was presented for review. A motion was made by Elizabeth Norcutt and seconded by Roger Strasemeier to accept the new policy. Roll Call Vote: Suzanne Downing, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried.
  - C. A new proposal was submitted from Warehouse Direct for a color copier and a new coin machine. A motion was made by Roger Strasemeier and seconded by Suzanne Downing to proceed with purchase in the amount of 7,183.00. Roll Call Vote: Suzanne Downing, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried.
  - D. Director Williams-Baig presented the position of Programing Liaison for review and acceptance. A discussion was held regarding the roles, responsibilities and salary for the position. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to accept the position as a full-time position with a salary not to exceed 11,00 per hour. Roll Call Vote: Suzanne Downing, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried.
  - E. Director Williams-Baig started a discussion regarding Continuing Education for herself pursuant to her position. The board stated that they require the Director to obtain her Masters Degree by the start of 2025. No action was taken.
  - F. Items regarding personnel and finical responsibilities of Trustees were reviewed. No action was taken.

11. Audience to the Public: Debra Williams, Public Events Committee Chair, approached the board regarding a joint partnership for an upcoming event Valentines for Vets. She would like the Library to be a pick up and a drop off location for valentines cards for local veterans. A motion was made by Roger Strasemeier and seconded by Crystal Parker to proceed with the partnership. Roll Call Vote: Suzanne Downing, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried.

12. Adjournment: A motion was made by Roger Strasemeier and seconded by Crystal Parker to adjourn the meeting at 10:46 a.m. Six ayes and zero nays. Motion carried.

Respectfully submitted,  
Suzanne Downing  
Secretary Pro Tem