

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
September 14, 2019

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

A motion was made by Roger Strasemeier and seconded by Gary Holcomb to appoint Crystal Parker as Secretary Pro Tem. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried

1. Roll Call: Present were: Gary Holcomb, Elizabeth Norcutt, Crystal Parker and Roger Strasemeier.
Absent: Catherine Boetcher, Suzanne Downing and Merrionna Pierce
2. Minutes: A motion was made by Roger Strasemeier and seconded by Gary Holcomb to approve the minutes of the Board Meetings held in November 2018, January 2019, February 2019, and March 2019 as presented. Two ayes and zero nays and two abstentions. Motion carried. An additional motion was made by Crystal Parker and seconded by Elizabeth Norcutt to approve the minutes of the Board Meeting held in July 2019. Three ayes, zero nays and one abstention. Motion carried.
3. Correspondence: Director Williams-Baig discussed the two recent FOIAs received by the Library.
4. Legal Counsel: Director Williams-Baig informed the Board that previous law firm of Canna & Canna Ltd. has split and the partners we worked with have form a new Firm called Canna Law. We have signed temporary paperwork to maintain a working relationship but will receive official contracts for our next meeting.
5. Librarian's Report: As presented.
6. Committee Reports:
 - A. Budget and Finance: September monthly Financial Report presented and attached.
 - B. Policy and Bylaws: A review of the current policies and proposed changed will be discussed
 - C. Personnel: Staff Evaluations will occur this month.
 - D. Public Relations: The End of Summer Bash was briefly discussed.
7. Unfinished Business: None
8. New Business:
 - A. Randal Carter from MYTT (Mentoring Youth Through Technology) presented his desire to go forth with a land use survey to determine if they will continue with their desire to purchase the land. He asked to be placed on the next meeting's agenda to discuss this further with the board. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to grant Mr. Carter ability to procure a land use survey. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried
 - B. No District 168 personnel were present to provide their proposal, no action was taken.
 - C. A motion was made by Roger Strasemeier and seconded by Crystal Parker to table the Impact Copier purchase until we have received all the supporting documentation. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried
 - D. Director Williams-Baig presented pricing for a new garden shed and a new firesafe file cabinet. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to purchase both items with the total not to exceed 3,000 dollars. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried
 - E. Director Williams-Baig explained that we have had several issues with the current accounting firm. A motion was made by Roger Strasemeier and seconded by Crystal Parker to begin looking for a new accounting firm as well as a new auditing firm after the last fiscal year's audit is finalized. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried

F. Fiscal year 2018-2019 Receipts and Disbursements were presented and attached.

G. Fiscal year 2018-2019 Estimated Revenues were presented and attached.

H. A motion was made by Elizabeth Norcutt and seconded by Crystal Parker to table the committee appointments until the entire board was present. Fiscal year 2018-2019 Receipts and Disbursements were presented and attached.

I. Director Williams-Baig presented the requested maintenance quotes for the HVAC system and roof. No action was taken at this time.

J. Several policies were presented for review and revision. A motion was made by Roger Strasemeier and seconded by Crystal Parker to approve the policy changes as discussed. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried

K. Director Williams-Baig presented a copy of contact information for all of board members. This was review and attached, no action taken.

L. Director Williams-Baig informed the Board that several smaller libraries have decided to partner with a HR firm through RAILS to help with HR issues. It was decided that we would not proceed with the company at this time. No action was taken.

M. Director Williams-Baig presented the responsibility breakdown of the Director, Board and Friends of the Library. No action was taken

N. The Budget and Appropriation ordinance was presented. A motion was made by Crystal Parker and seconded by Elizabeth Norcutt to accept the ordinance and presented. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried

9. Audience to the Public: None

10. Adjournment: A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to adjourn the meeting at 10:31 a.m. Four ayes and zero nays. Motion carried.

Respectfully submitted,
Catherine Boetcher
Secretary