Board of Trustees

Wednesday, September 13, 2023

in the Main Library Annex

4:30 p.m­. – Call to Order

Public Comment

CONSENT AGENDA REPORTS **[ACTION]**:

The consent agenda was presented via email prior to the meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent with one motion without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the president.

1. Approve minutes of July meeting
2. Fiscal Officer’s report

i. Approve financial reports for July

ii. Approval of bills

iii. Accept donations/reimbursements

C) Director’s report

i. Activities

Library Behind the Scenes: Jenn Slone, Access Director

ii. Statistics

iii. Announcements and correspondence

NEW BUSINESS:

**Personnel**

* 1. Review and update job descriptions **[ACTION]**
  2. Hire Kendra Kempton, grant writer, effective August 14
  3. Accept Logan Mills’ resignation, effect August 19
  4. Accept Rachel LeMaster’s resignation, effective August 31
  5. Accept Melissa Lawson’s resignation, effective September 2
  6. Hire Galen Kalterbach, part-time Enrichment Clerk, effective September 12
  7. Hire Morgan Alexander, IT Assistant, effective September 18

**Policy Updates and Resolutions [ACTION]**

* 1. Update Procurement Policy
  2. Key Release and Building Access
  3. Update HR policies 4.12 and 4.14, Professional Conferences and Memberships & Tuition Reimbursement
  4. Diversity, Equity, and Inclusion Statement/Resolution
  5. Highland County library boundaries resolution

**Buildings [ACTION]**

* 1. Annex renovation update:
     1. Transfer building fund to furniture
     2. Outreach shelving
  2. Main Landscaping proposal from Rhodes

**Other**

* 1. Accept levy rates **[ACTION]**
  2. In Service Day, October 9 [information]
  3. Student trustee applications [information]
  4. Future board vacancies [information]