



**BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
NOVEMBER 20, 2019, 5:10 P.M.  
JENKINS ROOM**

The Regular Meeting was called to order at 5:05 p.m. by Cimino with the following members present: Cimino, Barber, Savako, Moser, Courtney and Grair. Walz was excused. Also present were Brian Hare, Director and Patricia Bertsch, Fiscal Officer.

**AGENDA APPROVAL:** to approve the agenda as presented.

Moser made a motion and Savako seconded  
6 aye; 0 no; 1 absent; 0 abstain

**IMPLEMENT STUDIO:** Discussion with Jason Kentner of Implement Studio

**COMMENTS FROM PERSONS IN ATTENDANCE:** None

**Res#86-19** **MINUTES APPROVAL:** to approve the minutes of the October 16, 2019 Regular Meeting as presented.  
Savako made a motion and Grair seconded  
6 aye; 0 no; 1 absent; 0 abstain

**FISCAL OFFICER**

**Res#87-19** **Financial Report & Summary Approval:** to approve the Fiscal Officer Financial Report (11-A)  
and Financial Summary (11-B) for October 2019 as presented.

11-A Courtney made a motion and Grair seconded  
11-B 6 aye; 0 no; 1 absent; 0 abstain

**Res#88-19** **Donations & Gifts:** to accept donations in the amount of \$441.93 as presented.  
11-C Barber made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain

**Discards:** None

**DIRECTOR**

**Monthly Report / Statistics** 11-D  
**Department Reports / Statistics** 11-E  
Adult Services  
Children's Services  
Public Services

**Announcements:** None

**COMMITTEE REPORTS**

**BYLAWS AND POLICY COMMITTEE:** Did not meet

**FINANCE COMMITTEE:** Did not meet

**RECORDS RETENTION COMMITTEE:** Met on 11/20/19 at 5:00 p.m.

**Res#89-19** **Records Retention Schedule (RC-2):** to recommend that the Trustees approve the  
disposal of documents per the Records Retention Schedule (RC-2).  
Courtney made a motion and Grair seconded  
6 aye; 0 no; 1 absent; 0 abstain

**LONG RANGE PLANNING COMMITTEE:** Did not meet

**BUILDING AND GROUNDS COMMITTEE:** Did not meet

**PERSONNEL COMMITTEE:** Did not meet.

**OLD BUSINESS:** None

**NEW BUSINESS**

**2020 Holidays:** to approve that the Library will be closed on the following 2020 holidays:

- Res#90-19 New Year's Day, Jan. 1 (Wed) Labor Day, September 7
- Martin Luther King Day, Jan. 20 Thanksgiving Day, Nov. 26 (close 6 p.m. Wed. 25)
- Easter Sunday, April 12 (not a pd. Hol) Christmas Eve, Dec. 24 (Thurs)
- Memorial Day, May 25 Christmas Day, Dec. 25 (Fri)
- Independence Day, July 4 (Sat) New Year's Eve, Dec. 31 (Thurs)

The Library will be **open** on Presidents' Day (Feb 17) and Veterans Day (Nov 11)

Moser made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain

**2020 Staff Day Closings:** to approve that the Library will be closed for half a day on

February 7, 2020, June 19, 2020 and October 2, 2020 for Staff and Department meetings. The Library will be open from 1:00 p.m. to 6:00 p.m. on these dates.

- Res#91-19 Courtney made a motion and Grair seconded  
6 aye; 0 no; 1 absent; 0 abstain

**2020 Regular Board Meeting Dates:** to set the following dates for 2020 Regular Board Meetings

- Res#92-19 January 15 July 15
- February 19 August 19
- March 18 September 16
- April 15 October 21
- May 20 November 18
- June 17 December 16

Moser made a motion and Courtney seconded  
6 aye; 0 no; 1 absent; 0 abstain

**Organizational Board Meeting:** Organizational Meeting date set for 4:30 p.m. on January, 15, 2020

**IT Coordinator Job Description:** to approve the IT Coordinator job description as presented.

- Res#93-19 Courtney made a motion and Grair seconded  
11-F 6 aye; 0 no; 1 absent; 0 abstain

**IT Coordinator Pay Range:** to approve the IT Coordinator pay range as presented.

- Res#94-19 Barber made a motion and Courtney seconded  
11-G 6 aye; 0 no; 1 absent; 0 abstain

**G. S. A. Comunale Quote: (tabled)**

- Res# \_\_-19 to approve the S.A. Comunale quote as presented.  
11-H \_\_\_\_\_motion  
\_\_\_\_\_second  
\_\_\_\_\_aye; \_\_\_\_\_no; \_\_\_\_\_absent; \_\_\_\_\_abstain

**H. S. A. Comunale Quote: (tabled)**

- Res# \_\_-19 to approve the S.A. Comunale quote as presented.  
\_\_\_\_\_motion  
\_\_\_\_\_second  
\_\_\_\_\_aye; \_\_\_\_\_no; \_\_\_\_\_absent; \_\_\_\_\_abstain

**OTHER ITEMS TO BE BROUGHT BEFORE THE BOARD**

**Trustee Oath:** William Barber

**ADJOURNMENT**

Grair made a motion and Courtney seconded that the meeting be adjourned at 6:47 p.m.  
6 aye; 0 no; 1 absent; 0 abstain

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Frank Cimino, President

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Janice Savako, Secretary