

**Henika District Library**  
**Meeting Minutes-January 11<sup>th</sup>, 2019**

Members Present: Ann McInerney, Teresa Fulk, Janel Hott, Joshua Wright, Maria Musgrave, Danielle Simmons, Gary Marsh, Amy Huyck

Members Absent: None

Staff Present: Director Nicole Gray

Guests Present: Friends of the Library President Melanie Suk

Meeting Called to order: 6:00 p.m. by President Teresa Fulk

Approval of Agenda motion by Janel Hott, second by Ann McInerney

Friends of the Library Update:

- 2019 planning
- New meeting times on Tuesday afternoons working out well.

Approval of December 2018 Meeting Minutes - first McInerney, second Gary Marsh

Financial Reports:

- Accountant didn't have month end reports ready.
- Approval of paid bills - first McInerney, second Amy Huyck

Directors Report:

- Staff very happy with new policy changes and working hard to implement new changes.

Old Business: None

New Business:

A. Policy Manual updates-all board members were supposed to read and review all proposed changes. The following items were brought up as discussion:

\*Gray will change/update the wording regarding staff salaries/raises/attendance.

\*Gray will update vacation time to try and be more competitive

\*Gray will revise/update the phone usage to be more liberal

With those revisions as amended motion - first Marsh, second McInerney.

B. Discussed new insurance plan.

C. Discussed Quickbooks as new accounting software.

D. Discussed 2019 budget updates.

Around the Table:

Discussed the Wayland Book Scavenger Hunt and took a group picture to promote it. Thank you to Gray and staff for doing such a great job.

7:30 p.m. Fulk motioned to Adjourn the Meeting!

Submitted by:

Janel Hott, Henika District Library Board Secretary