

September 2019 Meeting Minutes

Henika District Library

Board of Directors Meeting

September 12th, 2019 @ 6:00pm

- IX. Call to Order (6:24pm) by President Joshua Wright
 - a. Members Present: Joshua Wright, Ann McInherney, Amy Huyck, Gary Marsh, Maria Musgrave, Danielle Simmons
 - b. Members Absent: 1-Township Open, 1-City Open
 - c. Staff Present: Nicole Gray
 - d. Guests: Melanie Suk

- X. Approval of Agenda Motion by Marsh, Second by McInherney

- XI. Community Opportunity to Address the Board
 - a. Friends of the Library Update- Friends group used Chamber of Choice monies to refurbish the reading room with updated paint and new furniture coming in. Talked about needing volunteers for the booth at Wayland Expo on 10/5.

- XII. Approval of July 2019 Meeting Minutes- McInherney motions, Second by Huyck

- XIII. Financial Reports
 - a. **July 2019**
 - i. Quickbooks Report
 - ii. Approval of Paid Bills Motion by McInherney, Second by Huyck
 - iii. Credit Card Detail Report Motion by McInherney, Second by Huyck

 - b. **August 2019**
 - i. Quickbooks Report
 - ii. Approval of Paid Bills Motion by McInherney, Second by Huyck
 - iii. Credit Card Detail Report Motion by McInherney, Second by Huyck
 - c. YTD Budget vs. Actual

- XIV. Director's Report
 - a. Monthly Statistics
 - b. Youth Report
 - c. Circulation Report- Huyck spoke about getting a people counter to check on how many patrons visit the library regardless of checking out materials. Gray requests closing the library on 10/29 for the Sierra server update. The staff will report and continuing with their weeding project during the shutdown.

- XV. Old Business
- a. Board of Directors Officer Elections- President: Joshua Wright, Vice President: Anne McInherney, Treasurer: Gary Marsh, Secretary: Danielle Simmons
- XVI. New Business
- a. Painting Project- Pricing out painting project for the main upstairs portion of the library including the ceiling, crown molding, walls etc. Gray has suggested having the library be closed during different time frames in November for the staff to do the painting. Board members are suggesting hiring this out because of the height of the ceilings and how large the space is.
 - b. Incident Report- Incident involving patron was discussed with the board and how the staff has been coping.
- XVII. Around the Table-
- Suk: Friends group meetings are moved to the third Thursday at 1PM starting in October.
- Musgrave: Excited about the painting project and how the well the new upstairs in the library will look.
- McInherney: Everyone is doing a great job, the staff is doing a wonderful job and couldn't be happier.
- Marsh: With the right people in the right positions a lot of stuff can be accomplished.
- Huyck: Appreciates all of the staff and the director.
- Wright: Was saddened about the patron incident and prayed for all of the staff and the family.
- Simmons: Planning on staying on the board and her new role as the secretary.
- XVIII. Adjournment 7:14PM by Wright