

Marion County Library
February 8, 2018
Meeting Minutes

FILED FOR RECORD
at 8:25 o'clock A M

MAR 08 2018

Dawn Moffet
Marion County Clerk

Meeting called to order at 3:40pm

Present: Judith Bearden, Chair; Carla Faison, Treasurer; Cathy Haerter, Curt Bryant, D.C. and Dana Scott, Director. Jeri Hulgan; Vice Chair was absent. Ms. Hulgan had previously advised the secretary of a prior commitment.

Ms. Haerter moved to accept the minutes from the January 4th regular scheduled meeting as submitted. Motion duly seconded and unanimously approved.

Ms. Scott reported she was advised a new furnace was needed. She furnished three estimates from different brands of furnaces. After discussion of the three estimates, the board was unanimous in approving the purchase of the Trane in the amount not to exceed \$4,100.00. The board also asked the director to inquire about vents for the bathroom and breakroom.

Unfinished Business

Bylaws-The Chair noted, on the advice of two state board employees, that the board should state the reason for certain amendments to the Bylaws. Therefore, the amendments to Article II Section 1 and Section 4, particularly, are to address one trustees' conduct and that trustees' apparent philosophical difference from the board as to how a trustee functions.

Ms. Haerter moved to accept the Bylaws as submitted. The motion was duly seconded and unanimously approved.

Board Code of Conduct-Mr. Bryant moved to accept the Board Code of Conduct as submitted. The motion was unanimously approved.

Heritage Society-Ms. Scott reported on the status of the moldy books owned by the Heritage Society. The board asked the books be removed from the library before the April board meeting. Ms. Scott will advise Janice Duffy of the board's expectations.

Reports

The director's report was received and accepted.

Board Packets-Ms. Faison moved the board will continue the established practice of sending out all communications via email to every trustee. Additionally, to continue the established practice, if a trustee requests a hard copy of the packet, it will be available at the Circulation Desk on week before the scheduled board meeting. The motion was duly seconded and unanimously approved.

Due to Linda Hency's absence, Ms. Scott presented the Friends of the Marion County Library (FOMCL) report. The FOMCL had 46 volunteer hours for the month of January.

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The Book and Bake Sale dates are February 8th, 9th, and 10th, with a \$2 bag sale to be held on Saturday. An Author Party will be held on March 19th with the FOMCL meeting to begin at 4:30pm.. The next FOMCL meeting will be held on February 26th at 5:00pm.

The Treasurer's Report was presented and is to be filed for audit.

Ms. Faison asked to move all but \$5000 from the Arvest checking account to an Arvest Money Market account. Ms. Haerter moved to move all but \$5000 from the Arvest checking account to an Arvest Money Market account. The motion was duly seconded and unanimously approved.

Ms. Bearden requested approval to contact the county attorney, Sam Pasting, to review the new bylaws. The request was unanimously approved.

Ms. Bearden requested approval to contact Ruth Hyatt and Sam Pasting in regards to a record retention schedule for library documents. The request was unanimously approved.

New Business

Exhibits and Bulletin Board Policy (and Application)-Ms. Haerter moved to accept the Exhibits and Bulletin Board Policy, as submitted. The motion was duly seconded and unanimously approved. The Chair noted the application was no longer part of policy and is the responsibility of the Director.

Regarding future policies being reviewed by the board, the board requested Ms. Scott advise the board, when the board packet is transmitted, her opinion of the need for a policy and/or the need for any changes or corrections to a policy.

Library's Charitable Fund (ARCF)-Ms. Scott noted that her director's report covered how the library was giving the public information about the fund. The board neglected to address the Treasurer's Authorization.

Review List of Priorities Ms. Scott presented her List of Priorities to the board. There was no further discussion.

Review of Director's Public Speech-The Public Speech was deferred to the March meeting.

Executive Session to review Director's performance-Ms. Faison moved to go into Executive Session at 6:19pm.

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The board stayed in Executive Session until 6:45 pm when a trustee had to leave and there was no longer a quorum available to conduct business. The two remaining trustees informally discussed the board's next action regarding the director's evaluation until 7:25 pm.

Adjust Performance Evaluation and Addendum for next year-The chair noted that due to a lack of a quorum no decisions were made regarding the Performance Evaluation and Addendum.

Meeting adjourned at 7:28pm

Respectfully submitted:

A handwritten signature in cursive script that reads "Dana E. Scott". The signature is written in black ink and is positioned above a horizontal line.

Dana E. Scott, Secretary