

NOV - 8 2017

Dawn Moffet

Dana E. Scott Library Director D.C.

Meeting called to order at 3:30pm

Present: Judith Bearden, Chair; Jeri Hulgán, Curt Bryant, and Dana E. Scott, Library Director

Excused Absence: Carla Faison, Treasurer

Scheduled Speakers

In the absence of Linda Hency, President, Ms. Scott reported the Friends of the Marion County Library (FOMCL) had 106.5 volunteer hours in September.

Mr. Bryant moved to accept the minutes of the September 7 regular meeting, as submitted. Motion duly seconded and unanimously approved.

Ms. Hulgán will attend the Quorum Court meeting on Tuesday, October 10.

The Treasurer's Report

Due to the absence of Ms. Faison, the Treasurer Report will be presented at the November meeting.

The Director's Report was received.

The Chair Report was delivered. On the October Quorum Court agenda, there is a ratification of an appointment to the library board. Ms. Scott was advised to have available to the board member the following: "bylaws, finance 101, oath of office, copy of Quorum Court Minutes of the October meeting, Letter of Appointment, Trustees Handbooks, Confidentially Agreement"

Unfinished Business

Historical Society - The board discusses a formal letter, regarding the apparent dissatisfaction with the existing space, to the historical society board. The consensus of the board was to defer any formal letter at this time.

Compensatory Time - Ms. Hulgán requested the status of staff comp time in light of the Nov/Dec holidays. Ms. Scott advised she had completed the schedule for that time frame, and each staff member was scheduled to work 80 hrs per pay period. Thus, Ms. Scott expected there would be no comp time due.

ILS-Atrium, Apollo, Mandarin - Ms. Scott summarized her research on the systems available and had selected Apollo. The board then discussed the funding of Apollo, and Ms. Scott advised the current and 2018 proposed budget would cover the initial and subsequent monthly expenses.

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Library Displays - As the Library Director is willing to take on the library displays and the FOMCL is ready to help, there was no further discussion of this issue.

Personnel Budget Options - While the 2018 proposed budget has been submitted to the budget committee, a board member requested a review the anticipated expenses of the personnel budget.

Ms. Scott presented three options;

Option 1; 3 full time and 2 part time for 12 months.

Option 2; 3 full time 1 part time for 12 months

Option 3; 4 full time and 1 part time for 6 months and 3 full time and 2 part time for 6 months.

Mr. Bryant moved to adopt Option 3, which failed for lack of a second. Ms. Hulgán moved to adopt Option 1, which was duly seconded, with two votes in favor and one opposed, so the motion passed.

New Business

Robert's Rules of Order - Robert's Rules of Order was on the agenda pursuant to the guidelines, there was no discussion and no formal action was taken.

Service Contract Reviews/Independent Contractor Master - Ms. Scott presented a schedule of existing contractors, with whom the board does business with from time to time. The board also reviewed the independent Contractor Master Agreement, Ms. Hulgán moved to accept the agreement as submitted, the motion was duly seconded and unanimously approved.

Other New Business

Building Improvements - Ms. Scott raised the question as to which account the board wished to use for payment on three pending building improvements: Circulation Desk, Magazine Rack, and an estimate received from Jim Decker for needed maintenance. A motion was made by Ms. Hulgán to pay expenses out of account 3088-0600-4002 (building improvements), the motion was duly seconded and unanimously approved.

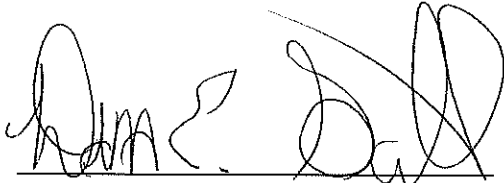
Policies and Other Board Approved Documents - Ms. Beardon raised the question whether the policies and other board approved documents needed to be reviewed every annually or by-annual. It was the sense of the board that a bi-annual review would be sufficient.

Ms. Hulgán requested the Chair appoint a committee to prepare the new review schedule. The Chair appointed Ms. Hulgán and herself as the Review Committee.

Meeting adjourned at 7pm

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Respectfully submitted



Dana E. Scott