

**Huntington City-Township Public Library
Board of Trustees
Minutes for December 16, 2013**

Present: Peggy Caley, Wil Kline, Andy Zay, Jamie Foday, Peggy Caley, Donna Norwood, Kathy Holst, Director

Absent: Juanita Buzzard

Peggy Caley called the meeting to order.

Reading and Approval of Minutes: Andy moved to accept the minutes as presented; Donna seconded; motion carried.

Reading and Approval of Financial Report: After much discussion, Jamie motioned to approve the financial report and bills; Wil seconded; motion carried.

Report of the Librarian: Kathy reported on recent programs, including Markle Christmas in Our Town and various school visits, with good attendance.

Committee Reports:

- The library Director search committee will likely begin meeting in January.
- The benefits committee will plan to meet in January.

Unfinished Business:

-Kathy reported that our health insurance policy rates on the new policy that conforms to government regulations came in early. After much discussion and a conference call with Deb Sutton, Andy moved that we approve the new plan through Anthem, effective January 1, 2014, rather than staying with our old, traditional plan. Wil seconded; motion carried. We will reject the December 2013 renewal previously requested.

-Peggy reported that the Markle Council rejected our offer to purchase our current library building there. Peggy and Andy have plans to meet with a local Markle business owner for discussion relevant to this issue.

-After much discussion regarding various sections in the Employee Handbook, Fred made the motion to keep the current schedule of 8 designated holidays, with some clarification that Kathy will make to the wording; Wil seconded; motion carried.

Jamie made the motion that personal time (personal days) section be revised to reflect the policy that time off can be taken in one-hour increments rather than 15-minute increments; Fred seconded; motion carried. Andy moved that any employee of 30 hours or more can participate in the health care plan at an annual cost of participation of \$500; Fred seconded; motion carried. The Board agreed that more discussion is needed to finish revisions of the employee handbook.

New Business:

-Kathy will send a courtesy letter to HCCSC to remind them that Andy's appointment is up for renewal at the end of this month.

Will moved to adjourn the meeting.

Submitted by Jamie Foday, Secretary
