

**Huntington City-Township Public Library  
Board of Trustees  
June 16, 2014**

**Present:** Wil Kline, Karen Batt, Jamie Foday, Peggy Caley, Kathy Holtz

**Absent:** Juanita Buzzard, Fred Scheiber

Peggy called the meeting to order.

**Reading and Approval of Minutes:** Karen moved to approve all four sets of minutes (May 19, May 22, June 6, June 10), Wil seconded, motion carried.

**Reading and Approval of Financial Report and Approval of Bills:** Wil moved to approve financial report and bills, Karen seconded, motion carried.

**Report of the Librarian:** Kathy reported that the issue with the metal on the roofing/gutter system still has not been resolved, and she is still looking into warranties. Kathy reported that Dick, our custodian, is resigning effective August 1, and she is in the process of hiring a replacement. Kathy reported that she had Rick Delaney look over our Personnel Handbook and specifically wanted him to look at wording on the sick bank. Based on some of his findings, she is recommending that we hire him to compose a new draft of our Personnel Handbook. Jamie moved that we hire Delaney to revise the Personnel Handbook, eliminating the sick bank policy after 2014 and paying out banked days at the end of 2014, among other changes; Karen seconded; motion carried. Summer Reading Club is going well.

**Committee Reports:** (none)

**Unfinished Business:**

**A. Emergency Management Agency Cooperation** – Kathy reports that a plan is being worked on by that agency in pursuit of a grant, but it is not finalized yet.

**B. Other** – (none)

**New Business:**

**Director Transition:** Peggy has emailed Rebecca to ask what she prefers as far as Kathy's role working with her for the transition process, and we are waiting to hear/decide what the process and Kathy's schedule will look like. Rebecca's first day of employment will be July 14, and Kathy will definitely be here on that day. (Wil suggested that Kathy prepare a sort of informational binder to pass on to Rebecca, and he also suggested that Kathy prepare an agenda for Rebecca's first day as she moves in and meets with department heads, etc. Tuesday could be a day to meet some community members, discuss the topic of budgets, among other things. It was also suggested that Rebecca handle the July meeting alone.)

Jamie moved to adjourn, Wil seconded, motion carried.