

**Huntington City-Township Public Library**  
**Board of Trustees**  
**November 18, 2013**

**Present:**

- Peggy Caley, Jamie Foday, Fred Scheiber, Donna Norwood, Juanita Buzzard, Andy Zay and Director Kathy Holst

**Absent:**

- Wil Kline

Peggy Caley called the meeting to order.

**Reading and Approval of Minutes:**

- A correction was noted. Juanita Buzzard was not in attendance for the budget adoption. Fred made a motion to approve the budget adoption and regular meeting minutes as presented with the correction. Jamie second. Motion carried.

**Reading and Approval of Financial Report:**

- Kathy went through the standards along with the budget and explained why the library rating went down. She and the board discussed staffing and programming and how to improve in both areas. Andy made a motion to accept the financial report as presented. Fred second. Motion carried.

**Approval of Bills:**

- Andy made a motion to accept the bills as presented. Fred second. Motion carried.

**Report of the Librarian:**

- Kathy and Jamie reported to the board about Crestview school night. They were happy but disappointed with the overall turnout. Statistics in the board book.
- The library Extravaganza dates have been set and schools are signing up.
- Kathy wanted to review policies with the board concerning the handling of problem patrons. She wanted to make sure policies were in place.
- Kathy passed out the Internet and Computer Use Policy to each board member for review and approval. A motion was made to approve the policy as presented by Andy and second by Juanita. Motion carried.
- Fred asked Kathy about the staff salaries and benefits. Kathy again told the board about the standards the library must follow for employees. Andy feels that we should be able to categorize the salary schedule and asked where the current schedule came from pointing out there are no references to the schedule. Kathy and board continued to discuss these issues.
- Fred asked if we purchase or lease our computers. Kathy said we do both and that we are up to date and fine at this point. She told the board that it is uniformly cheaper for us to purchase over leasing. Fred stated that he would like a decision made about AME or BrainStomp. What is the best value and to move forward.

**Committee Reports:**

- See Report of the Librarian

**Communications:**

- None

**Unfinished Business:**

- **Markle Branch** - nothing new to report on the Markle Branch. Markle Town Council will be meeting soon. We will wait for their response. Peggy suggested that the Markle Town Council set up a committee as well.
- **Health Insurance** – Kathy passed out information from Deb Johnson of RE Sutton concerning renewal rates. Kathy and the board discussed all options. Jamie made a motion to renew our current health plan with a date of December 1, 2013. Fred second. Motion carried.
- **Other** - Jamie asked about forming a search committee for a new library director. Kathy informed the board that there may be a lot of directors retiring because of the new PERF rules that will take effect October 1, 2014. The board asked Kathy when she thought she would retire. Peggy said an idea would be good. Kathy said it could be as early as September 2014 at the earliest and no later than November 2014. Peggy suggested a committee be set up in January to start a preliminary discussion of what we need in a new library director. A tentative search committee will be Jamie Foday, Wil Kline and Fred Scheiber.

**New Business:**

- **Employee Handbook** – Kathy passed out to each board member a revised employee handbook for review and approval. This item tabled until December after the board has a chance to review it. Once the board approves the handbook Kathy will have a lawyer look at it.
- **Other** - board member Donna Norwood told the board that she let her appointing authority know that she is not interested in a reappointment to the library board. The board thanked her for her service.

**Public Input:**

- None

Board adjourned with a motion from Andy, second by Fred. Motion carried.

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Jamie Foday, Secretary by Jeri Davis