

**Huntington City-Township Public Library
Board of Trustees
September 15, 2014**

Present: Rebecca Lemons, Jamie Foday, Peggy Caley, Juanita Buzzard, Fred Scheiber

Absent: Wil Kline

Visitor: Jessica Brown

Peggy called the meeting to order.

Reading and Approval of Minutes: Fred moved to approve the minutes, Juanita seconded, motion carried.

Reading and Approval of Financial Report and Approval of Bills: Jamie moved to approve financial report and bills, Fred seconded, motion carried.

Report of the Librarian: Beka highlighted various items presented in her written director's report. Problems with our dehumidifiers were explained. There is a need to replace the main system (at an approximate cost of \$10,000) as well as the system in the Indiana Room. Work on the remodeling will likely begin next week. Beka is working on rewriting the personnel handbook, and then she will send it to Rick Delaney for review.

Committee Reports: (none)

Communications: (none)

Unfinished Business:

A. Markle Investigation: Beka is still looking for more locations to publicize the survey, looking at cost of mailing, and investigating feasibility of going door-to-door.

B. Other: (none)

New Business:

A. Holiday Hours and Holiday Pay Policy: Fred moved to approve the revised 2015 Holiday Hours and Holiday Pay Policy with the addition of closing early at 5:00 PM on December 31st; Juanita seconded; motion carried.

B. Policy Review: Discussion took place regarding the Behavior in the Library Policy. Juanita moved we approve the revised Behavior in the Library Policy, with the addition of clarifications to the non-smoking area; Jamie seconded; motion carried. The Records Retention Policy reflects state guidelines. Fred moved to approve the Records Retention Policy; Jamie seconded; motion carried.

C. Technology Plan: Juanita moved to approve the 2014-2017 Technology Plan with revisions to be made to the Table of Contents; Jamie seconded; motion carried.

D. Other: Peggy will sign certificates to recognize Junior Librarians.

On September 11th, 2014, Karen Batt submitted a letter to the school corporation requesting her removal from the library Board because she no longer meets the residency requirement. Effective immediately Karen will be considered to be resigned from the library Board of Trustees. Jamie will contact the school corporation to request that they appoint a new Board member.

Public Input: (none)

Fred moved to adjourn; Jamie seconded; motion carried.