

**T. B. Scott Free Library Board of Trustees**  
**REGULAR MEETING**  
**December 20<sup>th</sup>, 2017**

**Minutes**

**1. Opening**

President Mike Geisler called the Regular Meeting of the Board of Trustees to order at 4:00 p.m. in the Library Board Room. Present: Gene Bebel, Katie Breitenmoser, Paul Gilk, D'Lacey Haight, Audrey Huftel, Tim Meehean and Jim Wedemeyer. Excused: Richard Mamer. Also present: Laurie Ollhoff, John Greenwood and Brendon M. from MP3.

There was no correspondence.

There was no public comment.

**2. Consent Items**

M Meehean/S Breitenmoser/C to approve the minutes of the November meeting as printed. M Meehean/S Huftel/C to accept the Monthly Revenue & Expense Report for November as printed.

**3. Reports/Discussion Items/Action Items**

A. Appointment of the Nominating Committee: Mr. Meehean was appointed to the nominating committee; he will report at the next meeting.

B. 2018 Budget Update: M Bebel/S Meehean/C to approve the reallocation of funds for the 2018 budget as presented.

C. Program Proposal and Renewal: The contract with Mr. Greenwood approved in December 2016 has been completed. Ms. Stevens and Mr. Greenwood presented three documents providing details on: progress over the last year in regards to civic engagement programming, a vision for future programming and a contract proposal. M Bebel/S Meehean/C to approve a 2-year contract for consulting services with John Greenwood for \$30,240 per year from the Endowment Fund; the contract will have board review every 4 months which will include goals, actions and activities.

D. Library Staff Training Event: Full day library staff training scheduled on January 2<sup>nd</sup>. "Mental Health First Aid" provided by Lincoln County Social Services. Staff have been in contact with PRMS to request advance notification to parents regarding after school plans. M Breitenmoser/S Haight/C to close the library for the entire day on January 2<sup>nd</sup> for staff training.

E. Strategic Plan Progress-Goals #6: Ms. Stevens presented staff progress on goals and objectives.

F. Trustee Essential #20-The Library Board and Building Accessibility: Copies were provided of Trustee Essential #20.

E. Reports from Friends/WVLS Representative: The Friends provided funds for Adult Winter Read-In Chamber gift certificates and funds toward Legos & programmable robots for Youth Services Department. November WVLS Director's report was included.

**4. Forthcoming Events & Library Director Report**

- November Statistical Report was presented.
- Annual holiday letter, including a library endowment fund donation card, has again been sent.
- Donated historic sign near bridge is in place.
- Board members were asked to give feedback on outdoor lights on west side of building.

**5. Adjournment:**

M Gilk/S Meehean/C to adjourn the meeting at 4:55 p.m. The next regularly scheduled meeting of the Board of Trustees will be held on January 17<sup>th</sup> at 4:00 p.m. in the Library Board Room.

Stacy D. Stevens, Secretary