

**Wayne Public Library
Board of Trustees Meeting
4:15 p.m. November13, 2019
MINUTES**

Present: Ginny Cesarz, Nancy Chiasson, Renee Davis, Larry McConnell and Lois VanStipdonk

Also Present: Phil Wagner, Jody Wolak and Judith Bauer

Excused Absent:

I. Call to Order: Lois VanStipdonk called the meeting to order at 4:20 p.m.

II. Announcements: The next board meeting will be moved to Dec. 18 instead of the 11th.

III. Introduction of Guests: none

IV. Public Comments: none

V. Approval of Agenda: 2 items were added to the agenda under new business; C and D. Larry made a motion to approve the amended agenda, Nancy seconded. Motion carried.

VI. Approval of minutes: Ginny made a motion to approve the minutes from Oct. 9, 2019. Nancy seconded, motion carried.

VII. Correspondence: none

VIII. Reports:

A. President's report: none

B. Revenue and expenditures: Lois is going to contact the city manager about a couple line items that seem confusing.

C. Director's report: Jody reported that there is still 1 area that leaks occasionally and that it might have to do with the HVAC unit. Climate Tech came out to seal some ductwork around it. New computers will be installed Dec.3 and will have Windows 10 and Office 2019.

D. Department reports: Program attendance is up for all programs.

E. Friends: The Friends made about \$1400 at the tea fundraiser.

IX. Unfinished Business:

A. Roof repair: see director's report

B. Policy review, updates and timeline: will review in 2020

C. Updating job descriptions: will review in 2020

D. Director annual review: The board will meet with Jody in January.

X. New Business:

A. Procedure for issuing bans: Jody is going to speak to the police about this.

B. "Paper Retriever" recycling: Jody is looking into this option for recycling paper.

C. Employment Agreement request from the City: Full time employees need to sign an agreement with the City; Lois is going to get more info from the City about Jody's agreement.

D. Meeting room request: Larry made a motion to let Vickie Oneil use the meeting room for a function in Dec. Renee seconded, motion carried.

XI. Adjournment: Meeting adjourned at 6:50pm

Minutes taken by
Judith Bauer

Secretary