

Meeting of the Board of Trustees
Of Guernsey Memorial Library

Date: Oct. 13, 2011

Time : 7:03

Present: Trustees: D Jennings, J Jensch, K Darrah, B Collins (7:18)

Director: S Wiggins

Excused: W Wright (treasurer)

Guests: Leah Mealing

Absent: A Doliver

Public comment period: L Mealing asked that we extend the railing on the stairs all the way down

Review of minutes of previous meetings:

J Jensch moved to approve the minutes of July meeting, second, K Darrah, all present voted for,

Motion carried. Sept. minutes will be reviewed at next meeting.

Treasurer's Report:

Tabled approval of July, August, Sept. reports until next meeting when W Wright will be in attendance

Finance Committee Report:

D Jennings, K Darrah did bills in Aug and Sept. will report at next meeting

Library Director's Report: See attached report

Board decided to replace rather than repair CPU for internet #1

Board approved the purchase of 4 air conditioning unit motors in fans (\$1000) to replace faulty units.

In addition, approved purchase of glycol, 5 @ \$124, for unit maintenance. Will use remaining service hours from 2010-2011 to replace units.

Motion by K Darrah to have Simplex Grinnell fix the fire alarm system w/Warranty agreement,

J Jensch second, all aye, motion carried

Old Business:

Policy: computer use time: J Jensch is redoing policy after board discussion

Policy: use of the park: K Darrah is creating policy modeled on meeting room policy after board discussion.

Employee handbook update: holidays, health insurance, computer use, staff computer use

Alphabet blocks: Wait to see what changes we want to make to the library

Union salary increases: After discussion, it was agreed that D Jennings would contact L Broadfoot to let her know we want to move forward with contract negotiations.

Flooring needs: After discussion, the board decided to test for asbestos in glue, either cover or replace tiles, depending on findings.

ThriftBooks Contract: Board decided to try using this system, and determine if we want to continue or not.

\$600,000 use: Discussion regarding desires of staff, patrons, board, director. Ask W Wright about "too much cash on hand". Questions expressed by board members about present utilization of facility and necessity of moving quickly, adding debt during tough economic times, availability of grant money, cost of addition, necessity of consulting with school regarding any project. Board members will bring 3 item wish list to Nov. meeting.

New Business:

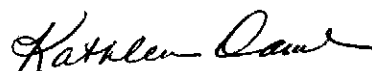
Board member resignation: A Doliver informed D Jennings that she is resigning, we need it in writing

Health Insurance update and request from union: Union wishes to change contract re: health insurance, Board decided to proceed with regular contract negotiation (current contract expires Dec. 2012)

Four County Service Plan: Review

B Collins will make contacts and set up a ribbon cutting for the park and bench.

Executive Session: D Jennings moved to go into executive session to discuss a particular person or persons at 10:17, second B Collins, all aye. K Darrah moved to come out of executive session at 10:30 and adjourn, second D Jennings, all aye. Adjourned at 10:30.



Special Meeting of the Board of

Guernsey Memorial Library

Nov. 2, 2011

Special meeting called to put together a package of materials for all Board current and future Board members.

Called to order at 5:10 .

Present: D Jennings, J Jensch, B Collins, K Darrah.

After reviewing materials from all Board members, the following package was developed. More materials can be added in the future.

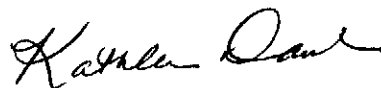
Mission statement, Long range plan 2006-2011, By-laws, Code of ethics, Union contract, Organizational chart, Annual report (2010), condensed Robert's Rules of Order, Library Trustees Handbook.

The Board will review our policy manual, update where needed, and give copies to all Board members.

Incoming Board members will be encouraged to review minutes of previous meetings as well as prior Treasurer's reports.

Secretary K Darrah will make the appropriate number of copies, packets to be available at meeting of Nov. 10, 2011.

B Collins moved to adjourn at 6:15, second K Darrah, all aye.

A handwritten signature in black ink, appearing to read "K Darrah". The signature is written in a cursive style with a large initial "K" and a long, sweeping underline.