

**The Paul Sawyer Library Board of Trustees
Regular Meeting of Nov. 12, 2019 Minutes
5:30 pm in library board room**

1. Call to Order/Record Attendance

Natalie Wilkerson (chair), called the meeting to order at 5:31 pm.

Attendees: Natalie Wilkerson, Connie Crowe, Robert Kellerman, Mary Lynn Collins, Patty Crittenden, Alison Cuentas, Carolyn Lynch, Cheryl Sandefur, Bernie Mazaheri, Jean Ruark (director).

Not Present: Maria Bartholomew

Guest: Chris Bischoff (KDLA)

2. Public Comment

No public comment.

3. Approval of minutes of previous meeting

C. Lynch moved to accept the minutes of the Sept. 10th, 2019 meeting as amended. 2nd by B. Kellerman. Motion passed unanimously.

4. Treasurer's Report

B. Kellerman submitted the revenue and expenditure report as of Oct. 31, 2019. M.L. Collins moved to accept the report, with a second from C. Lynch.. Motion passed unanimously.

5. Communications

No Communications

6. Report of Librarian

Jean shared highlights from the month of October at Paul Sawyer Library.

Jean requested out of state travel for 6 staff members.

M.L. Collins motioned to approve the request for 6 staff members to travel out of state to attend PLA (Public Library Association) National Conference in Nashville, TN Feb. 26-28, 2020. 2nd by C. Lynch. Motion passed unanimously.

7. Committee Reports

Budget: no report

Building: no report

Long Range: no report

Policy/Personnel: no report

Technology: no report

Ad Hoc Art: no report

8. Unfinished business

Update on co-location of data - Rob McCoy will be tabled.

9. New Business

- A. Board members signed *Board of Trustees and Library Employee Ethics Policy*.
- B. Review Draft of Strategic Plan was shared and presented by Mary Lynn Collins. Will next be shared with staff.
- C. Personnel: Cynthia Butor started Oct. 7 as Adult Services Associate. Jennifer King started September 30 as Circulation Clerk in Adult Services. Two Circulation Clerks have given notice of resignation, effective by the end of November.

10. Adjourn

C. Lynch motioned to adjourn at 6:19 pm. 2nd by M.L. Collins

Next board meeting will be 5:30 pm, Dec. 10th, 2019 in the library board room

Respectfully submitted by

Carolyn Lynch, Secretary _____ Date _____

Natalie Wilkerson, President _____ Date _____

