

**The Paul Sawyer Library Board of Trustees  
Regular Meeting of Feb. 11, 2020 Minutes  
5:30 pm in library board room**

**1. Call to Order/Record Attendance**

Maria Bartholomew (vice-chair), called the meeting to order at 5:31 pm.

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

**Not Present:** Natalie Wilkerson

**Guests:** Chris Bichoff (KDLA) Greg Miklavicic (Charles T. Mitchell Company, LLC)

**2. Approval of Agenda**

Move New business before Treasurer's Report. Motion to approve agenda as ammended by M.L. Collins, 2nd by R. Kellerman

**3. Public Comment**

No public comment.

**4. Approval of minutes of previous meeting - Jan. 14, 2020**

M.L. Collins, 2nd R. Kellerman. Motion passed unanimously.

**5. New Business - 2019 Audit Review**

Greg Miklavicic shared highlights from the 2019 Audit Review. Copies of the review were left with board members to look over, with possible approval of the audit at the next meeting.

**6. Treasurer's Report**

R. Kellerman submitted the revenue and expenditure report as of 1/31/20. M.L. Collins moved to accept the report, with a second from C. Lynch. Motion passed unanimously.

**7. Communications**

There were no communications to share.

**8. Report of Librarian**

Jean shared highlights of services provided by the library from Jan. 31, 2020. .

Jean also shared an update on issues with the cleaning services. She also shared that there has been an upgrade on the room reservation software program. The staff is about halfway through working on the strategic plan. It should be ready to share with the board in March. Jean also consulted the board regarding the purchase of new furniture for her office.

**9. Committee Reports**

**Budget:** no report

**Building:** no report

**Long Range:** no report

**Policy/Personnel:** no report

**Technology:** no report

**Ad Hoc Art:** no report

**10. Unfinished business**

**Overview of changes to Personnel Policy Manual - Personnel Committee**

Cheryl Standefur, chair, reported to the board on potential changes to the personnel policy manual. These changes were discussed at length, and a final version of the changes will be presented to the board at the next meeting for approval.

**11. Adjourn**

C. Lynch moved to adjourn at 6:45 pm. 2nd by M.L. Collins

**Next board meeting will be 5:30 pm, March 10, 2020 in the library board room**

Respectfully submitted by

Carolyn Lynch, Secretary \_\_\_\_\_ Date \_\_\_\_\_

Maria Bartholomew, Vice- President \_\_\_\_\_ Date \_\_\_\_\_

