

**The Paul Sawyer Library Board of Trustees
Regular Meeting of Jan. 14, 2020 Minutes
5:30 pm in library board room**

1. Call to Order/Record Attendance

Natalie Wilkerson (chair), called the meeting to order at 5:34 pm.

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

Not Present: Patty Crittenden

2. Public Comment

No public comment.

3. Approval of minutes of previous meeting - Dec. 10, 2019

M. Bartholomew, 2nd M. L. Collins. Motion passed unanimously.

4. Treasurer's Report

R. Kellerman submitted the revenue and expenditure report as of 12/31/19. M.L. Collins moved to accept the report, with a second from M. Bartholomew. Motion passed unanimously.

5. Communications

There were no communications to share.

6. Report of Librarian

Jean shared highlights of services provided by the library from Dec. 2019.

Jean also recommended to the board that Paul Sawyer have a records retention policy.

This is a best practice. She will develop this to present to the board.

Also shared, the library has a generous gift from the Friends of the Library of statue of a boy and girl reading. This will be appropriately placed as part of the landscape.

Jean also reported that the audit has begun. This will be shared at the next meeting.

7. Committee Reports

Budget: no report

Building: no report

Long Range: no report

Policy/Personnel: no report

Technology:

Maria Bartholomew shared the following information from the technology committee meeting:

Upcoming projects: colocation of data back-up server. This will be an off site backup server. The retention of records was also discussed. Also discussed, the video cameras and the possible need for a new server to store this data. Finally, the River Room needs new/better projector. Also being considered, a louder sound system for this room.

Ad Hoc Art: no report

8. Unfinished business

Overview of changes to Personnel Policy Manual - Personnel Committee

Cheryl Standefur, chair of the Policy/Personnel Committee, reported on the policies that are currently being updated. These include the Comp Time policy, which the committee recommended be removed, the sick leave section, adding a time off without pay, changes to the photography policy, and addressing floating holidays. The committee will continue to discuss these areas, and present updates at the February meeting.

9. New Business

No new business

10. Adjourn

C. Lynch moved to adjourn at 7:03 pm. 2nd by M. Bartholomew.

Next board meeting will be 5:30 pm, Feb. 11, 2020 in the library board room

Respectfully submitted by

Carolyn Lynch, Secretary _____ Date _____

Natalie Wilkerson, President _____ Date _____

