

**POLO PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR
MEETING AGENDA Meeting Room, 5:00pm Tuesday, August 13,
2019**

1. Budget & Appropriations Hearing was opened at 5:03pm. No public present, hearing closed at 5:05 pm.

2. Call to Order: President Monaco called the meeting to order at 5:05pm. Present:

President Monaco, Vice President Baker, Treasurer Rowland, Trustee Zook, Trustee Baumann, Secretary Sanders, and Director Finrock. Absent: Trustee Faivre

3. Changes or additions to minutes, Adoptions of Agenda: No changes or additions. (Rowland, Baker)

4. Approval of Minutes: The minutes of July 2019 regular meeting were approved. (Sanders/Baumann)

5. Treasurer's Report:

a. The Financials for July were not available and will be emailed when available.

b. Expenditures for July 2019 in the amount of \$5,401.25 were approved for payment.
(Baumann/Sanders) (6 ayes, 0 nays, 1 absent)

6. Liaison's Comments:

a. The last foundation meeting was held on Monday, July 15, 2019. The liaison was not able to attend.

b. The next foundation meeting will be Monday, October 21, 2019, 7:00pm. All trustees are invited.

7. Director's Report: Attached

a. The east wall in the bathroom has brick calcification and will be covered.

8. Committee Reports: Director is a member of all committees.

a. Budget and Finance: (Rowland-Chair, Faivre, Monaco)

b. Building and Grounds: (Baumann-Chair, Baker)

i. Met on 8/2/19 - Came up with 3 priorities:

1. Replace the power lift

2. Install a power assist door opener on the East entrance

3. Update emergency system to a newer system that would directly connect to emergency services.

4. Other items:

a. Wash windows

b. Clean carpets

c. Call Singley to check crumbling cement at pavilion and tripping hazard at East entrance

d. Extend 2 outlets in pavilion

e. Extend Wi-Fi to pavilion

f. Get protective cover for outlet on air conditioning unit

g. Buy a new dehumidifier

h. Install two extra cameras outside

i. Review insurance rates and policies every 5 years

c. Policy and Personnel: (Monaco-Chair, Zook, Sanders)

i. Met on 8/8/19- report given in new business.

d. Strategic Planning: (Sanders-Chair, Rowland)

9. Public Comment: none

10. Unfinished Business: a. None

11. New Business:

a. Budget & Appropriation Ordinance 2019/2020 #19-03 was reviewed and approved (Rowland/Baker)

b. Building & Maintenance .02% Tax Ordinance 2019/20 #19-04 was reviewed and approved (Zook/Baumann)

c. Policy Recommendations from Policy and Personnel Meeting:

i. Patron Behavior Infraction Schedule was created. The Board reviewed and adopted. (Baker/Rowland)

ii. Homebound Library Delivery System policy was created. The Board reviewed and adopted. (Baker/Baumann)

d. Per Capita Grant Requirement - online education: Director Finrock will send a link to an educational video for the Board members to watch in order to complete this requirement.

e. Transfer unexpended funds to Special Reserve was tabled until the next meeting. (Rowland/Zook)

f. Insurance recap: The annual summary for 2019-2020 insurance renewal from Davis Insurance was reviewed.

12. Adjournment at 6:00pm - Next Board meeting - September 10, 2019 at 5:00pm (Sanders/Baker)

Respectfully Submitted,

Julie Sanders, Secretary