

# Bracken County Public Library Board

## Board of Trustees Meeting Minutes

November 13, 2017

The regular meeting of the Bracken County Public Library Board was called to order at 4:32 p.m. on November 13, 2017 by President Sandra Wood.

### **Present**

Board members: Ava Grigson, Brenda Cooper, Sandra Wood, and Anna Cummins.

Library Director: Christian Shroll, and Library Attorney: Cynthia Thompson

**Minutes:** The board reviewed the minutes of the October 9, 2017 meeting. Brenda made a motion to approve the minutes as corrected. Second by Anna and all approved.

**Treasurer's Report:** The board reviewed the Treasurer's report of disbursements and expenditures. Anna made a motion to approve the Treasurer's report as written. Second by Brenda and all approved.

**Director's Report:** Christian attended the planning meeting at Taylor Elementary for the 21<sup>st</sup> Century grant that is being written. The library is being asked to partner with the schools to support the grant. A binder of new eBooks was delivered to Taylor and is being made for the other schools. This will allow the students to download an eBook to their device and access it at home if needed to supplement the curriculum. The new bookmobile librarian will be employee Regina Holder. Christian said he is glad to report that he has finished his CEU requirements to be in compliance for his certification.

**Regional Consultant Report:** No regional consultant report and Christian said it could be awhile before we actually have a new consultant in place. There are only 4 regional consultants currently in place where there were 8 before.

### **Business**

- Policy Review – Investment Policy – Brenda made a motion to reapprove the investment policy as written. Second by Ava and all approved.

### Old Business

- Architect Contract – Cynthia reported that it is a standard AIA form document and the architect firm made a few corrections to meet the needs of the project but otherwise it is a standard contract. Motion to approve the AIA document between the Bracken County Public Library and Pearson & Peters Architects was made by Brenda. Second by Anna and all approved.  
Brenda made a motion to amend the motion to approve the AIA document between the Bracken County Public Library and Pearson & Peters Architects and the board giving Sandra Wood, President, the authorization to sign the document for the board. Second by Ava and all approved.

## New Business

The BCPL board is beginning the process of reviewing and adding needed policies to the Policy and Procedure Manual. Sandra suggested that we review each section of the proposed policies instead of making a blanket motion to approve all so we can discuss each one and make any necessary adjustments.

Equal Opportunity Policy – Motion to approve the Equal Opportunity clause of the Personnel Policy by Brenda. Second by Ava and all approved.

Hiring Policy – Motion to amend the Appointment of Staff clause, At Will Employment clause and the Termination of Employment clause of the Hiring Policy and to change the word tenants to tenets in the Termination of Employment clause was made by Anna. Second by Ava and all approved.

Employee Benefits Policy - Discussion of the holiday section of this policy concerning Good Friday and when Christmas occurs on weekends. Motion made by Anna to table the Holiday clause of the Employee Benefits Policy. Second by Brenda and all approved.

- Motion was made by Brenda to accept the Vacation Time clause as amended of the Employee Benefits Policy. Second by Ava and all approved.
- Motion was made by Brenda to approve the amended Sick Leave clause of the Employee Benefits Policy. Second by Anna and all approved.
- Motion was made by Anna to table the Family Leave clause of the Employee Benefits Policy until a later date so Cynthia can investigate new FMLA requirements and standards. Second by Brenda and all approved.
- Motion to approve the Bereavement Leave clause as amended of the Employee Benefits policy made by Brenda. Second by Anna and all approved.

Standards of Conduct Policy – Motion by Anna to amend the Food, Beverages & Smoking clause of the Standards of Conduct Policy to include the words tobacco and drug use on library property is forbidden and may result in termination of employment and/or being reported to authorities. Second by Brenda and all approved.

Motion by Brenda to approve the amended Dress Code clause of the Standards of Conduct Policy. Second by Ava and all approved.

## Other Business

- We need to submit two more names to the judge in addition to Anna and Aaron because their current terms were to fill vacancies created by unfulfilled terms. The names of Danielle Smith and Mike Ruf were submitted.
- Members named to the nominating committee were Anna and Ava.

## **Adjournment**

Having no further business Brenda made a motion to adjourn at 6:40 p.m. Second by Ava and all approved. The next general meeting will be at 4:30 on December 11, 2017 in the library boardroom.

Respectfully submitted,

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Secretary, Anna Cummins

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President, Sandra Wood