



**BOARD OF TRUSTEES**  
Regular Meeting

16 January 2018

1. Call to Order & Roll Call-6:11 PM

Trustees Present: Drayer, Elmore, Mays-Browne, Tatum, Tyler, Dixon  
Trustee Uza arrived 6:43 PM

2. Recognition of visitors

- Dan Eallonardo-Independent Construction Services

3. Public Comment

- None

4. Approval/adjustment of agenda

**MOVE TO APPROVE MOVING LINE ITEM 7A TO 4A**

Motion: Trustee Drayer      Ayes: All  
Second: Trustee Elmore      Nays: None  
Motion Passed

**A. Dan Eallonardo, Independent Construction Services - Window/Siding Issues**

- Dan Eallonardo discussed the Building Technology Consultant (BTC) Proposal in detail

**MOVE TO APPROVE THE BUILDING TECHNOLOGY CONSULTANT (BTC) PROPOSAL FOR THE CONSULTATION SERVICES TO PROVIDE THE DESIGN, BIDDING AND OVERSIGHT OF THE REPLACEMENT WINDOW PROJECT IN THE AMOUNT OF 47,000, ACKNOWLEDGING THAT IF THE PROJECT IS DELAYED IN ANY WAY THAT THE COST WILL BE MORE BASED BTC'S TIME & MATERIAL COSTS DURING THE OVERSIGHT PHASE. .**

Motion: Trustee Drayer      Ayes: All  
Second: Trustee Elmore      Nays: None  
Motion Passed

5. Consent Agenda (action for all)

A. Approval of Minutes: December 19, 2017 Regular Meeting Minutes

B. Treasurer's Report

- December 2017

C. Bill Claimed Lists

- January 2018 \$44,626.27
- January 2018 #2 \$13,384.81

MOVE TO ACCEPT THE CONSENT AGENDA; INCLUDING THE DECEMBER 19, 2017 REGULAR BOARD MEETING MINUTES, DECEMBER 2017 TREASURER'S REPORT AND ALL BILLS CLAIMED FOR JANUARY 2018 IN THE AMOUNT OF \$58,801.08.

Motion: Trustee Tyler      Ayes: All  
Second: Trustee Uza      Nays: None  
Motion Passed

6. New Business

A. Transfer \$200,000.00 from Max Safe account to the local checking account

MOVE TO APPROVE THE TRANSFER OF \$200,000.00 FROM THE LIBRARY'S MAX SAFE ACCOUNT TO THE LIBRARY'S GENERAL CHECKING ACCOUNT TO PAY INVOICES AND PAYROLL.

Motion: Trustee Drayer      Ayes: All  
Second: Trustee Mays-Browne      Nays: None  
Motion Passed

B. Trustee Attendance at the Public Library Association Conference in Philadelphia PA from March 21 to March 24, 2018

MOVE TO APPROVE THE FOLLOWING TRUSTEES TO ATTEND THE PLA CONFERENCE IN PHILADELPHIA, PA FROM MARCH 21 TO MARCH 24, 2018 FOR THE FOLLOWING APPROXIMATE COSTS, NOT TO EXCEED THE PREVIOUSLY APPROVED TRAVEL REIMBURSEMENT POLICY RATES:

Lois Drayer Conference Registration \$280, airfare \$290; hotel \$875 (3 nights)  
Jeana Mays Browne Conference Registration \$ 280; hotel \$875 (3 nights)

Motion: Trustee Elmore      Ayes: All  
Second: Trustee Drayer      Nays: None  
Motion Passed

## 7. Old Business

### A. Building Technology Consultant (BTC) Proposal

- Line item 7A was moved to line 4A

### B. 2018-2020 Strategic Plan Consultant report

- This item will be discussed in February as old business

### C. Library Director Search Discussion

- The board was joined by Business Office Manager, Doreen Berrien, Circulation Manager, Sheila Adams and Information Services Manager, Rhonda Ruffin
- Director Parker distributed the survey results that they library staff filled out to get their feedback on what qualities staff would like to see in a new director and concerns they have with a new director coming in
- The Board and Managers brainstormed on qualities/characteristics they would like to see in a new director. The search timeline was discussed and it was determined that applicants would submit essay questions as part of the initial application process. This will give the Board a better sense of the applicants and move the search process forward more quickly.
- The job ad will be posted by Friday January 26<sup>th</sup> and remain open until Friday March 9<sup>th</sup>.
- At the February Board meeting the board will discuss the process further, set potential interview dates and work on interview questions.

## 8. Directors Report

- Director Parker and trustees discussed the director's report in detail.

## 9. Communications

- None

## 10. Adjournment

MOVE TO ADJOURN 8:40 PM

Motion: Trustee Uza           Ayes: All  
Second: Trustee Tatum       Nays: None  
Motion Passed