

Marion County Library
December 5, 2019
5:00 pm
Meeting Minutes

Present: Judith Bearden, Chair; Amy Brown Acting Treasurer; Curt Bryant, and Dana Scott, Director.

Guests: Peggy Pentkowski

Scheduled Speakers:

Friends of the Marion County Library-Mary Wince reported the Friends volunteered 179.5 hours in November and the Bazaar brought in \$2,000. The Friends new officers will take office effective January 2020. Author Nita Gould donated \$50.00 to the Friends for the Marion County Library.

Minutes:

The November 2019 minutes were approved as submitted.

FILED FOR RECORD
at 1030 o'clock A M

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Treasurer's Report:

The Treasurer's Report was submitted and filed for audit.

Dawn Moffet
Marion County Clerk
D.C.

Chair:

The Chair reported on her attendance at the December Quorum Court meeting. The library's budget and proposed Numbers and Compensation both passed at that meeting.

Director:

The Director advised the board that Active Shooter Training would require closure of the library. Ms. Brown moved the library close as needed for Active Shooter Training for staff. Motion duly seconded and unanimously approved.

Since three new staff members need CPR/First Aid training, Mr. Bryant indicated his willingness to schedule his training off site if necessary to minimize library closure.

Unfinished Business

Insurance-

After discussion of current coverage and current inventory as well as the premium increase, Mr. Bryant moved to increase contents coverage to \$850,000 with anticipated increased premium of \$250.00. Motion duly seconded and unanimously approved. To evaluate the adequacy of the building coverage, board members will survey current square footage costs of new commercial construction.

New Business

Calendar-Board Meeting Dates; Library Closing Dates; Outreach and In-house Activities; Anticipated Out of Town Training/Conferences-The director reviewed with the board the following:

Meeting Dates-After discussion the board, selected the 2nd Thursday of the month to be standard 2020 board meeting dates; however, in January and March meetings will be the first Thursday of those respective months.

Library Closing Dates-There was no discussion as it matched the county closings
Outreach/Inhouse Activities-added several locations such as City Halls, board members to help distribute newsletters and flyers.

Anticipated Out of Town Training and Conferences-The Director explained if she is to attend GenCon and ALA, she needed to make reservations in January. Mr. Bryant moved to authorize Dana to make reservations for ALA and GenCon. Motion duly seconded and approved.

Trustee Conduct: Evaluation the Board-Year End Review and Lessons

Learned-The Board discussed the prior years conduct.

Establish Board's Goals/Priorities-The Board established its goals and priorities: Participate in the library scheduled activities and provide support to the staff for their routine tasks.

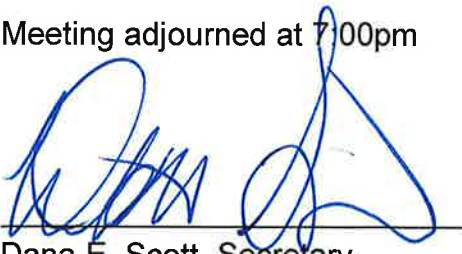
The director noted that if volunteer time is scheduled, she should be able to provide specific tasks but the following tasks need to be performed frequently throughout the day and do not require scheduling:

Reading the shelves

Using sanitizing wipes on tables, computer areas, door handles, and the bathroom

The board determined four hours a month by each Trustee to be a minimum volunteer time commitment for assisting library activities and/or performing routine tasks.

Meeting adjourned at 7:00pm



Dana E. Scott, Secretary