

Holland Public library
Board of Trustees

Meeting minutes for January 21, 2016

Members present: Peggy Lowell, Lynn Harhay; Jessi McCarthy, Director

The chairman called the meeting to order at 4:06PM.

Old Business

- The minutes of the December and January 18, 2016 minutes were approved by a vote of 2-0.
- Director's reports: Jessi went over her reports and event updates for December and January; see attached copies.
- Kelli: Due to illness and death in her family, it was decided to send flowers to Kelli.
- Building maintenance: A septic tank cleaning should be done as soon as possible; Jessi will contact Slim's for the location of the tank and an estimate for cleaning.
- Budget: Jessi refined the Library's 2017 budget and wish list and will forward these to the Finance Board.
- Vouchers: Vouchers were signed for salaries, books, cleaning and phone bill; see attached.

New Business

- Board reorganization: Peggy Lowell will continue as chairman and Lynn Harhay will continue as secretary.
- Meeting schedule: Lynn suggested that a second monthly meeting be considered due to the volume of topics that need to be covered; Peggy suggested that the regular monthly meeting be continued as usual and extra building meetings be added as needed; approved by a vote of 2-0; no schedule set at this time.
- Director's evaluation: The Trustees went over their evaluation forms with Jessi; these can be found in the Trustees notebook in the Library; the Trustees approved that an amendment be added to the director's contract to indicate that evaluations will in the future be conducted at the end of the fiscal year; the Director's next evaluation would be in a year and a half; Lynn will draft an amendment to be voted on at the next meeting.
- Calendar: Peggy suggested that Jessi draft a Google calendar for use by all Library personnel that will include a timeline for all important dates, including the due dates for the State reports.
- Information sheet: Lynn suggested that Jessi update and distribute a list of personnel contact information.
- Next meeting: February 18, 2016
- Adjournment: The chairman adjourned the meeting at 5:33PM.

Minutes submitted by: Lynn Harhay, secretary

