

Winchester Public Library Trustee Meeting

April 24, 2018 4:00 PM

Winchester Community Room

Present: Dick Smith, Bob Bridges, Nancy Johnson, Betty Forster, Blaze Burton.

Absent: Ruthann Sather, Barb Engstrom, Galen Brownell

1. The meeting was called to order by Dick at 4:05.
2. Bob moved, Nancy seconded to approve the agenda. Motion carried.
3. Bob moved, Nancy seconded to approve the January meeting minutes. Motion carried.
4. Treasurer's Report:
 - a. Bob reported the balance in the trustee checking account is \$29,038.60. The expense runrate is under budget at this time but will ramp up during the summer months.
5. Director's Report and items:
 - a. Approval of DVD and book purchase: Dick moved, Bob seconded to allow Betty to continue to order DVDs and books without prior approval within the allocated budgeted amount. Motion carried.
 - b. Discuss and approve purchase of magazine rack, clock, computers. Bob moved, Nancy seconded to approve the following: \$106 for magazine rack, \$200-350 for clock replacement, motion carried. Discussed ordering replacement computers for 1 public and the circulation desk in September. These are in the budget.
 - c. Approve Assistant Librarian Job Description. All to review in preparation for approval.
 - d. Discuss and schedule Jeff Burke, President of NWLS Board. Jeff will be scheduled first for the May meeting.
 - e. The Annual Report was approved, signed by Dick and submitted to NWLS in February.
 - f. Betty reported that grant monies are being pooled by all libraries to create a tech day at NWLS.
 - g. Evacuation plan was discussed and approved for posting.
6. Correspondence or other items - none.
7. At 4:50, Bob moved, Nancy second to go into closed session under SS19.85 considering employment, promotion, compensation or performance valuation of any public employee.
8. At 5:25 Bob moved, Nancy seconded to come out of closed session. The following was decided: Agreement that the library assistant should be receiving feedback on performance. Actions: all review the assistant librarian job description and provide feedback to Betty by 5/17. Betty will compile and review in next meeting.
9. Meeting adjourned at 5:25.