

**Dawson County Library  
Board of Trustees  
Quarterly Meeting  
July 20, 2015**

Members present: *Leslie Kupkowski, Ragin Hause, Susan Roof, Judy Cahill.*

Also present: *Director Claudia Gibson, Assistant Director Vicki Adkison*

Absent: *Donna Weaver and Angela Harben*

Judy Cahill called the meeting to order at 5:00 PM and established a quorum was not present so there would be no votes.

The minutes of the April 20, 2015 meeting were reviewed and Ragin Hause proposed the Board package, instead of being mailed, be scanned and emailed to the members with the physical package to be handed out at the Board meeting thus saving the Library the cost of postage. Present members agreed.

Claudia Gibson explained the financial report and the fact that there may be some changes as there was some confusion between platform fees and e-books. Members present were in agreement all looked good.

Claudia Gibson presented her quarterly Director's report and advised the members she was in the process of up-dating job descriptions.

Claudia Gibson presented an updated organizational chart with changes:

Vicki Adkison – Assistant Director of Internal Administration

Michael Middleton would now also be responsible for IT with a promotion and raise of \$5,000.00. (Michael has a lot of IT experience he brought to the table and has also re-negotiated our IT contract saving us approximately 50%). There was some discussion if the increase would be a raise or a bonus and Claudia advised it would be a raise.

Mandy Ingram would be bumped up from 19 ½ hours a week to 20 hours a week in order to allow her to participate in the retirement benefit.

All members present agreed.

Claudia Gibson discussed with the Board the need for four members. (Three vacancies and Angie Harben has missed 3 consecutive meetings and by rules must be re-instated or replaced.)

Claudia Gibson presented the GPLS Salary Grant to the present Board members advising, since we did not submit a waiver, all Grant monies must go towards salaries.

Claudia Gibson advised members of the Dawson County Budget Meeting (with Mike Berg) on 7/22/15 at 1:00pm. All members were welcome and encouraged to attend.

Claudia Gibson presented changes to the Personnel 6.9 Annual Leave, Employees hired after October 28, 1997 policy:

“*Full time* employees with less than five years...*Part time* employees in regularly scheduled positions who work over 17.5 hours per week will receive...” to now read “*Forty hour a week* employees with less than five years....*Employees* in regularly scheduled positions who work over 17.5 hours per week *but less than 40 hours* will receive...”

Present members agreed.

There was discussion about Committee appointments since there were vacancies; however, it was determined we should wait until we have a full board.

Claudia Gibson presented the Board with the Library closed dates and Board meeting dates for FY/CY16. Present members agreed.

Meeting adjourned. Present members agreed.

Respectfully submitted,

Susan Roof, Secretary  
(By Vicki Adkison)