Members present: Lori VanSickle, Tom Harter, Leslie Kupkowski, Ragin Hause, Judy Cahill, Wendi Bock and Susan Roof.

Members absent: Duane Wallace.

Also present: Director Leslie Clark, Collection Management Librarian John McConnell, Branch Manager Stacey Leonhardt and Assistant Director Vicki Adkison.

Judy Cahill called the meeting to order at 5:02pm and established a quorum was present.

Director Leslie Clark introduced our new Board member, Tom Harter. Leslie also advised the Board Wendi Bock seat has to be approved by the County Commissioners as her term expired on June 30, 2016. It is on the agenda for the end of the month. Wendi Bock is present; however, she cannot make motions or vote until the next meeting.

Financial Report for the 4th Quarter of the FY16 (2nd Quarter of the Calendar Year) was presented by Vicki Adkison and reviewed by the Board. Vicki Adkison advised the Board while we overspent in some areas (supplies) we did receive more in donations than anticipated thereby evening our the expenditures. The one exception was supplies. Leslie Clark advised the Board with Claudia Gibson and Tina Jordan leaving and with John McConnell coming in to replace Tina there was a learning curve to ordering books therefore not all of the book money (materials) was spent. With that being said, since we had money left over going into the fund balance, Leslie Clark advised she may have to ask for some money out of the fund balance if the county flat lines us this year and we will not know until later in the year what will happen. Susan Roof moved to accept the report as given. Ragin Hause seconded and all were in favor.

Director Leslie Clark presented her Quarterly Director’s Report. A lot of things going on in the Library. We have 1 PT staff position open. Leslie Clark also brought the members up to speed with regard to the Satellite and hoping to open more hours (hopefully open 5 to 6 days a week) to include story time, etc. Also asked the Commissioners for money for books, etc. since we are renovating the satellite. Leslie Clark also advised we would be ordering cameras for safety purposes since we are not able to put in a silent alarm. Leslie Clark also advised a lot of thought has gone into design and ordering shelves soon. Leslie Clark also advised the members Tracy Walker has been accepted to the PINNACLE program and should be starting the end of October.

There were no committee meetings this past quarter.

Unfinished business – Personnel policy. Leslie discussed the changes to the Personnel Policy.
There was some discussion regarding the Fair Labor Standards Act (FLSA) and exempt vs. non-exempt employees. Exempt employees are not bound by (FLSA) and non-exempt, for time spent over 40 hours a week, will receive time and one-half in kind (payment or adjusted leave). Tom Harter said he believed you could not bank anything beyond the work week. Lori VanSickle advised she had reviewed the policy and said that 90% of their employees go over the 40 hour week especially on the last day of the work week. Vicki Adkison said she would review the law. Leslie Kupkowski moved to accept the Personnel Policy changes and Susan Roof seconded and all were in favor.

New business –

Election of officers – Judy Cahill (President), Vice Chair and Secretary tabled until next meeting.
Committees – add Leslie Kupkowski to Finance Committee, Tom Harter to Building/Grounds Committee and Lori VanSickle to Nominating Committee.

CY16 Continuation Report – Vicki Adkison presented the Continuation Report explaining since the Board approved the CY16 Budget, GPLS has provided the FY17 State Grant money which is now incorporated into the Budget. Ragin Hause made a motion to accept the Continuation Budget, Lori VanSickle seconded and all were in favor.

Appointment to CRLS Board – Susan Roof made a motion to re-appoint Ragin Hause to the CRLS Board, Leslie Kupkowski seconded and all were in favor. Susan Roof made a motion to re-appoint Judy Cahill to the CRLS Board, Ragin Hause seconded and all were in favor. Susan Roof made a motion to appoint Leslie Kupkowski to the CRLS Board, Ragin Hause seconded and all were in favor.

Closed Dates – Leslie Clark presented the closed dates for the Library for FY17. Susan Roof made a motion to accept the closed dates as presented.
Vicki Adkison, Assistant Director, advised the members since Claudia Gibson has retired there are many questions regarding the bank accounts/money market account and CDs for financial reasons; however, the banks cannot discuss anything with her since she is not a signer. Leslie Kupkowski moved to allow the banks to discuss all bank accounts/money market account and CDs with Vicki Adkison. Judi Cahill seconded and all were in favor

Leslie Kupkowski moved to have the meeting adjourned at 6:01pm. Ragin Hause seconded and all were in favor.

Respectfully submitted,

Susan Roof, Secretary
(By Vicki Adkison)