

**Library Board Meeting Minutes**  
**Monday, November 12, 2019**  
**7:05 PM**

1. **Roll Call:** Vicki Luthie, Dan Funke, Alexis Vincent, Becky Phillips, Frank Petsche, Lisa Fouts, Ken Tingle, Michelle Stewart, and Lisa Dodson
2. **Approval of Agenda:** Alexis V makes motion to approve the agenda. Becky P seconds. Approved 7/0.
3. **Recognition of Guest and Comments from the Audience:** Dan F introduced Lisa Dodson from Wichita State University. The strategic plan has been finalized and she is planning to help present this to the city council.
4. **Executive Director Search:** Lisa Dodson shared with us the proposal for the Executive Director Search and Board Leadership Development put together by Wichita State University Public Policy and Management Center. A copy of the proposal was given to all board members. A motion was made by Alexis V to approve the proposal and to put up to \$3,000 towards the WSU director search. Lisa F seconds. Approved 7/0.
5. **Minutes of Meeting October 9, 2018:** Vickie L motions to approve the minutes. Becky P seconds. Approved 7/0.
6. **President's Report**
  - a. Circulation Report – Numbers are up compared to 2017 in book checkout, computer usage, summer reading, and attendance.
  - b. Lighting and on-going building issues – Lighting has been addressed. There is a new form for library staff to fill out when requesting things to be done by the city. The board will discuss the possibility of LED lights after the new year.
  - c. Splitting Duties for November and December – Books and payroll need to be done. Board members, along with Library employee, Michelle Stewart will help with these tasks. Frank P suggested having our books audited to ensure that things are being done correctly.
  - d. Scheduling of Employees – November work schedule is complete. Alexis V and Michelle S will work together to complete the December schedule.

**7. Financial Report**

- a. Approval of October Reports – Alexis V motions to approve the financial report. Becky P seconds. Approved 7/0.

**8. Old Business**

- a. WSU Update on Strategic Plan – Board would like to invite city council and steering committee to the library to go over the strategic plan report.
- b. Approval of 2019 Budget – Alexis V motions to approve. Lisa F seconds. Approved 7/0.

**9. New Business**

- a. Internet Usage Policy – Lisa motions to wave the first reading. Frank seconds. Approved 7/0. Second reading and adoption of Internet Safety Policy. Frank P motions to approve the policy as presented. Ken T seconds. Approved 7/0.
- b. Review of Board Policy – copy of board policy and trustees manual was given to board for their review. Information pertaining to the director will be used to help create job description of new director.

**10. Executive Session** – 8:15. Frank moved to recess into executive session pursuant to non-elected personnel matters to include the Library Board, and that the Library Board will reconvene the open meeting in the Library commons area at 8:30. Becky seconds. Approved 7/0. Reconvened at 8:30. Alexis V motions to approve the recommendation of the payroll committee. Frank P seconds. Approved 7/0.

**11. Employee Holiday Gifts** – Employees will receive \$50 Wal-Mart gift cards.

**12. As May Be presented** – Board needs to look at paid and unpaid holiday time and days off for employees in 2019.

**13. Adjournment** – Frank P motions to adjourn. Ken T seconds. Approved 7/0. Adjourned at 8:43.

The above minutes are a draft copy of the minutes. Minutes must be approved by a quorum of the Goddard Public Library Board at the next convened meeting.