

MINUTES FOR ARTHUR PUBLIC LIBRARY BOARD

May 16, 2016

Present: Vice-President Allen; Trustees Fritz, Randall, Yeakel. Director Alice Cisna. Absent: President Pate and Trustee Miller

Meeting was called to order at 6:32 p.m.

First order of business was a motion by Yeakel, second by Randall to accept John Mammoser as a new library board member. Motion carried.

At that point, Mammoser was sworn in by VP Allen as the newest member of the board. Welcome John!

Minutes from April and May 2 meetings were approved on a motion by Randall, second by Yeakel.

Treasurer's report was approved on a motion by Randall, second by Yeakel.

Library Director's Report

1) Summer reading schedule handout. Thursdays beginning June 2 with pizza party at the end on July 28. Darci will come in on program days for coverage.

2) Review and update policies on staffing.

Discussion of:

a) hours library open

b) need to make clear to new person that Saturdays will be part of his/her schedule; specify what schedule looks like

c) lunch and breaks required

One suggestion that Alice made is to make Friday a more or less official 'office' day when either the head librarian or the assistant would be off the floor and doing work as needed in the office.

3) Regarding applicants, these items were discussed:

a) those interviewed and applications received

b) how the board might handle an insurance stipend or if that is even possible

c) need to update ad and repost

d) need to review policies and benefits at next meeting

e) need to offer specifics to new hire

Became clear that these are all issues that need further discussion and investigation as to just what is required of both the employer and new employee.

A motion was made by Fritz with a second by Mammoser to repost the position with some revisions. Motion carried.

A motion was made to acquire a Visa or MasterCard for the library itself. Trustee Fritz will take care of this. Motion by Randall, second by Yeakel. Motion carried.

Bills were approved on a motion by Randall, second by Yeakel.

Meeting was adjourned at 8:06 p.m. on a motion by Mammoser, second by Fritz.

Respectfully submitted,

A handwritten signature in cursive script that reads "Martha K. Yeakel".

Martha K. Yeakel, Secretary