**Eureka Public Library Board of Trustees Regular Meeting**

**Date: November 25, 2019**

The meeting was called to order by President Don Whitman at 7:00 pm

**Members present: Members absent:**

Don Whitman

Jane Burke

Tim Martin

Sandi Sylvester

Marjorie Crowe

Robin Robinson

Lisa Reinmann

**Staff Present:**

Ann Reeves

Robin Richey (until 7:20pm)

**Minutes:**

It was moved by Trustee Martin and seconded by Trustee Robinson

to approve the minutes from the regular meeting held October 28, 2019

The motion carried unanimously.

**Financial report and approval of expenditures:**

It was moved by Trustee Martin

and seconded by Trustee Robinson

to approve the financial report from the month of October 2019

and payments for the amount of $43,118.14

Robin Richey was at the meeting to share a perspective of her time as Children’s Librarian. Board President Don Whitman gave a very eloquent farewell to Robin thanking her for how much she has done for the library. He presented Robin with an engraved crystal vase. The Board went into recess at 7:20pm for a celebratory cookie break. The meeting picked up at 7:27 pm

**Committee Reports:**

Finance: Trustee Martin reported we haven’t received Mike’s bill for the computers. Trustee Martin made a motion to give the staff goodwill expression which is EBA gift checks according to full/part time. This is the same as last year. It was moved by Trustee Burke and seconded by Trustee Crowe.

Personnel: Trustee Burke reported the committee has received Ann’s self evaluation and handed out the director evaluation for the board members to fill out and return by December 2nd. Library Director Ann Reeves shared the news about our new Youth Services Director, Angela Roberts. Angela will be starting December 2nd and will be at the library full time by the second week of December.

Library Services: Ann handed out the calendar for December. The schedule is a little lighter due to the upcoming holidays. Santa will be here on November 30th for the Holiday Stroll. CEO Project will be meeting here from November 25 through December 20.

Building: Trustee Sylvester reported a fan in the furnace at the library had to be replaced and is now working fine. Stutzman finished the work by the elevator tower.

**Librarian’s Report:** Ann reported the Quarter Auction for the library will be December 9th. The proceeds will go to the Children’s Area for possible play area use. The board will need to update the handbook concerning gender neutral law changes. The library will be closed at some point in January/February for staff training on Mental Health. The certification would be good for 3 years. The staff also asked for a refresher course on CPR and AED. Joan attended a Woodford County Health Dept Training on the use of NARCAN. The library now has a box on hand. Robin Richey’s Open House times will be Dec 5th from 3-6pm and Dec 7th from

9-1. Joan is on limited time due to a kidney stone. Lisa is on vacation. Deb Blunier has offered to help out a few hours as needed.

**Unfinished Business:**

None

**New Business:** The board reviewed *Bloodborne Pathogens Policy* and *Resolution to Comply with Government Travel Expense Control Act.* Trustee Robinson made a motion to close the library for 8 hours of staff training in late January or February 2020. Trustee Reinmann seconded.

**Public Comments /other announcements:**

**Adjournment:** Being no other business, Trustee Sylvester moved to adjourn the meeting at 7:59pm. The motion was seconded by Trustee Martin and approved unanimously.

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 **President Secretary**

**The above is the unofficial summary of business transacted by the Eureka Public Library Board of Trustees. This summary will be reviewed and approved at the next regularly scheduled meeting of the Board of Trustees.**