

## MINUTES OF THE HAYS PUBLIC LIBRARY {HPL} BOARD MEETING

FEBRUARY 8, 2017

The meeting was called to order at 4:05 pm by Pam Shaffer.

- PRESENT BOARD MEMBERS** Amy Feauto  
Pam Shaffer  
David Goodlett  
Katherine Wolfe  
Jim Agee  
Patti Park
- ABSENT BOARD MEMBERS** Shaun Musil  
Stacey Smith  
Lauren Lowry
- GUESTS** NA
- PUBLIC COMMENT** None
- BILLS** It was moved and seconded {Goodlett/Feauto} to approve the JANUARY 2017 bills for payment as presented. The motion carried with no discussion.
- MINUTES** It was moved/seconded {Park/Feauto} to accept the JANUARY 2017 minutes as presented. The motion carried with no discussion.
- OLD BUSINESS**
- NEW WEBSITE** Two interns from FHSU are currently working on updating our website.
- NEW BUSINESS**
- NEW STAFF** Two new part-time staff members were hired: Lauren Wright in Children's and Tyler Keller in YA.
- RFP FOR WEST ENTRANCE** Request for Proposal for necessary construction on the West Entrance was presented by J.Agee. The Board suggested a few changes which Jim will adopt prior to seeking proposals for the work.
- POLICY EDITS: PART 1** J.Agee presented the Board with his proposed edits to the Service Policy {pages 3, 6, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21.} See packet for specific changes. It was moved/seconded {Goodlett/Feauto} to carry out proposed changes under Service Policies as suggested by J. Agee. Motion carried.
- ALL STAFF MEETINGS** J.Agee proposed a change in the All Staff Meeting schedule. Per current policy, HPL "will close early one hour (5pm) on the

third Friday of each month for staff meetings." J.Agee proposed the following policy to replace the above, "The Library may close at 3pm one Friday every other month for staff meetings." It was moved/seconded {Goodlett/Park} to make that policy change. Motion carried.

**SCHOLARSHIPS** The Board discussed their potential role in creating the application process for MLS scholarships. It was unanimously decided to allow the HPL Trust to create the application and carry out the entire process.

## **DIRECTOR'S REPORT**

**PROBATION EVALUATION SCHEDULE** The Board J.Agee inquired as to his six month probation evaluation schedule. Blank evaluation forms were provided to each present Board Member. Pam requested that each Board Member complete the form prior to the next meeting. During the March 8 meeting, we will break into Executive Session in order to discuss our individual evals with the intention of reaching a consensus.

**AUDITOR'S REPORT** The results of the Annual Audit will be presented to the Board at either the March or April Board Meeting. One suggestion to note in advance is the auditor's concern about not having another person on staff who understands payroll and Patty's other various job duties. It has been recommended by the auditor to train a second person to assist Patty or to create a new position and hire an assistant to Patty. The Board discussed this idea and will continue to do so in the upcoming months.

**DEPARTMENT REPORTS** Included in packet

**OPEN BOARD DISCUSSION** None

The meeting was adjourned at 5:35 pm by Pam Shaffer.

Next meeting will be March 8, 2017.

Respectfully submitted by Katherine Wolfe, Secretary 02-20-17