

Minutes of the Hays Public Library (HPL) Board Meeting

February 14, 2018

The meeting was called to order at 4:00 pm by Katherine Wolfe, Chair.

Present Board Members	Amy Feauto Patti Park Dustin Key, Acting Director Mary Toepfer Katherine Wolfe David Goodlett	
Absent Board Members	Stacey Smith	James Meier
Guests	Cathleen Kroeger Samantha Gill	Marissa Lamer Vera Haynes
Public Comment	None	
Bills	It was moved and seconded (Toepfer/Park) to approve the January 2018 bills for payment as presented. The motion passed unanimously with no discussion.	
Minutes	It was moved and seconded (Park/Toepfer) to accept the January 10 and January 24, 2018 minutes as presented. The motion passed unanimously with no discussion.	
Old Business	Director Search Timeline: Advertising start 2-19-18, meet 3-12-18 to select semi-finalists, set up Skype interviews 3-14 to 3-16-18 and 3-26 to 3-30-18 do final interviews. Introductory/Probation period: Tabled-ongoing discussions	
New Business	Time off request forms: Staff is continuing to work on Policy Review: i: Organizational Chart-after discussion, the board moved and seconded (Goodlett/Toepfer) to accept the revised Org Chart as presented. Motion passed unanimously.	

ii: Travel Allowance policy-after discussion, the board moved and seconded (Goodlett/Feauto) to accept the revised travel allowance policy as presented. Motion passed 2-1.

iii: Sexual harassment policy-after discussion, the board moved and seconded (Feauto/Toepfer) to accept the revised sexual harassment policy as presented. Motion passed unanimously.

iv: Nepotism policy-tabled pending further discussion and review

v: Jury duty-after discussion, the board moved and seconded (Toepfer/Goodlett) to accept the revised jury duty policy as presented. Motion passed unanimously.

vi: Military duty-after discussion, the board moved and seconded (Feauto/Toepfer) to accept the revised military leave policy as presented. Motion passed unanimously.

Pinkney Review: After discussion, it was moved and seconded (Goodlett/Feauto) to accept both payroll and accounting services from Jeff Pinkney. An amendment was made to the motion (Toepfer/Park) that the services be reviewed again no later than July. Motions passed unanimously.

Raising the capital assets tracking dollar amount: After discussion, it was moved and seconded (Feauto/Toepfer) that the capital assets tracking dollar amount be changed from \$500 to \$2500 per the suggestion of the auditors. Motion passed unanimously.

CKLS documents for the HPL library board were passed around to all members.

Patron suspension petition: After discussion, the board was in support of the admin team handling the issue.

Full-time non-exempt payroll classification change: After discussion, it was moved and seconded (Goodlett/Toepfer) that effective Feb 1, the full-time non-exempt payroll classification be changed to an hourly rate instead of salary. Motion passed unanimously.

Director's Report	Included in packet
Department Reports	Included in packet
Open Board Discussion	Jennifer Hallam moved to Lawrence KS and resigned from the board

The meeting was adjourned at 5:55 pm by Chair, Katherine Wolfe.

Next meeting will be March 14, 2018, 4 pm.

Respectfully submitted by Amy Feauto, Secretary 2-15-18