

Minutes of the Hays Public Library (HPL) Board Meeting

August 8, 2018

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

Present Board Members	Amy Feauto Katherine Wolfe Brandon Hines, Director David Goodlett Mary Toepfer	Stacey Smith Patti Park James Meier
Absent Board Members	None	
Guests	Patty Rohr	Cathleen Kroeger
Public Comment	None	
Bills	It was moved and seconded (Goodlett/Toepfer) to approve the July 2018 bills for payment as presented. The motion passed unanimously with no discussion.	
Minutes	It was moved and seconded (Toepfer/Goodlett) to accept the July 11, 2018 minutes as presented. The motion passed unanimously with no discussion.	
Director's Report	Included in packet	
Department Reports	Included in packet	
Presentation	Cathleen Kroeger, Children's Department Head, went over the digital cards for students that will be rolled out this school year for all USD 489 K-5 students.	
Old Business	Part-time Position: Presented by Katherine Wolfe. After discussion, it was moved and seconded (Goodlett/Park) to accept the proposed policy change of part-time classification as presented. Motion passed unanimously.	

## New Business

Human Resources Consultant: Presented by Brandon Hines. After discussion, it was moved and seconded (Smith/Feauto) to enter into a monthly service agreement with Tiffany Hentschel as presented. Brandon will update the board monthly on expenditures. Motion passed unanimously.

Purchase Policy: Presented by Brandon Hines. After discussion, it was moved and seconded (Goodlett/Smith) to adopt the policy change removing the \$50 limit on purchases by department heads. Motion passed unanimously.

Add Director to Bank Accounts: Presented by Patty Rohr. After discussion, it was moved and seconded (Goodlett/Park) to add Brandon Hines, Director, to have access to the bank accounts. The motion passed unanimously.

By-laws Update: Presented by Katherine Wolfe.

A: Check-signing authority. It was moved and seconded (Smith/Feauto) after discussion to change the check signing authority to the Chairperson and Secretary as presented. Motion passed unanimously.

B: Employment authority. After discussion, it was moved and seconded (Meier/Smith) to accept the proposed changes to Article V and also to say: "In the absence of an acting director, the board shall appoint an interim director". Motion passed unanimously.

Full-time working Sundays Policy: Presented by Brandon Hines. After discussion, it was moved and seconded (Feauto/Park) to remove the policy that states full-time employees cannot be regularly scheduled to work Sundays. Motion passed unanimously.

Paid-time off Leave Model: Presented by Brandon Hines. After discussion, it was moved and seconded (Meier/Park) to accept the Short Term Disability insurance as part of the proposed changes of the PTO model transition details as presented. All proposed changes will be incorporated into the new personnel policy. Motion passed unanimously.

It was moved and seconded (Smith/Toepfer) to move into executive session for 10 minutes from 5:20-5:30 to discuss nonelected personnel issues with Director. Motion passed unanimously.

It was moved and seconded (Goodlett/Feauto) to move into executive session from 5:30-5:35 to discuss nonelected personnel issues with Director. Motion passed unanimously.

After discussion, it was moved and seconded (Meier/Toepfer) to change the purchasing policy to give spending authority of the Director from

\$3000 to up to \$5000. Motion passed unanimously.

Open Board Discussion          None

The meeting was adjourned at 5:40 pm by Chair, Katherine Wolfe.

Next meeting will be September 12, 2018, 4 pm.

Respectfully submitted by Amy Feauto, Secretary 8-9-18