

**Board of Trustees Minutes  
September 12, 2018  
Graves Hume Public Library**

The Board of Trustees of the Graves Hume Public Library met at 6:45 pm for a hearing on the Budget and Appropriations. No visitors were present. Board members physically present were Trustees Virjean Haywood, Mark Elston, Lucy Schmidt, Martha Schmitt, Kim Abel and Library Director Emily Kofoid.

Ms Schmidt moved we accept the August board minutes. Seconded by Ms Abel. Motion approved.  
Ms Abel moved we approve the August Treasurer's Report. Seconded by Ms Schmitt. Motion approved.  
Ms Schmitt moved we approve the August Check Registry. Seconded by Mr Elston. Motion approved.

**Correspondence:**

\*Received a thanks you not from a patron who appreciated the ability to enjoy the library's air conditioning during the recent high temperatures

**Director's Report:**

- \*The city offered to remove the dead tree.
- \*The parking lot repairs are done with some extra patching done at no additional charge.
- \*The new library website is live.
- \*Freedom Township has paid their yearly dues.
- \*December 21 will be CPR training for the staff, the library won't open til 1pm that day.
- \*FOL gave \$2000 to library for books and furniture.
- \*Mauch's Carpentry will work on the leak in the Children's Department director's office and the portico. Phalen's Steel has not returned calls.
- \*Reelection petitions were given to board members for the 2019 election.
- \*Pam Schmitt and Sandy Collings became voter registrars and will be available to register at library.
- \*Hot spots from Sprint are lowest cost. (\$30 to buy and \$120 for year per unit) LaSalle and Princeton Libraries have 2. Board members approved the purchase of 2 as recommended by Director Kofoid.
- \*15 people attended the first book club meeting. It will be held monthly – except December.

**Committees:**

\*Policy and Personnel reviewed and approved the Employee Handbook. It will be voted on at next meeting.

**New Business: none**

**Old Business:**

\*Director Kofoid added \$14,000 to budget for new chairs in adult and childrens areas.  
Ms Abel moved we accept the 2018/2019 Budget and Appropriations. Seconded by Mr Elston. Motion approved via roll call vote.

\*Ms Schmitt moved we adjourn at 7:50 pm. Seconded by Ms Abel. Motion approved.