

**Board of Trustees Minutes
November 14, 2018
Graves Hume Public Library**

The Board of Trustees of the Graves Hume Public Library met at 7:00 pm No visitors were present. Board members physically present were Trustees Rick White, Virjean Haywood, Adriana Calamaco, Mark Elston, Kim Abel and Library Director Emily Kofoid.

Ms Calamaco moved we accept the October board minutes. Seconded by Mr. Elston. Motion approved. Ms Abel moved we approve the October Treasurer's Report. Seconded by Ms Calamaco. Motion approved.

Ms Calamaco moved we approve the October Check Registry. Seconded by Ms Abel. Motion approved.

Correspondence: none

Director's Report:

*Library will be closed December 21 for staff training for CPR, AED, and First Aid. The library's AED is installed.

*Book Club will resume in January and meet in both afternoon and evening.

*After investigating, Director Kofoid recommends we contract with TechPro for IT support. They work with other libraries, so familiar with those systems. Board members agreed with her recommendation.

*We received one response from request for estimates for replacement of the red portico roof from Mauch for \$3975. Board members approved proceeding with the repair.

*We received an estimate for a new copy machine and coin operator. Ms Calamaco moved we purchase the new copy machine. Seconded by Ms Haywood. Motion Approved.

*Two hot spots were purchased and will be available in December.

Committees: none

Old Business:

*Mr Elston moved we pass Levy Option 3. Seconded by Ms Haywood. Unanimous roll call vote to approve, with two board members absent.

*Reference and Reader's Advisory Service Checklist were reviewed previously and discussed at the board meeting. As well as chapter 8 "Human Resources" from "Facts on File"

*Directors annual review will be done in early 2019.

New Business:

*Representatives from First State Bank came to give an overview of online banking for check authorization and direct deposit. The board members who sign checks will receive training for this.

Ms Haywood moved we adjourn at 8:13 pm. Seconded by Mr Elston. Motion approved.