

MORGANTOWN PUBLIC LIBRARY
Minutes of the Regular Meeting
September 20, 2018

Present:
Sue Carpenter
Janet Paine
Penny Pugh

Absent:
Linda Durfee

Also Present:
Sarah Palfrey
Kelly Funkhouser

Others Present:

Call to order

The Regular meeting of the Board of Trustees of the Morgantown Public Library convened at the Morgantown Public Library, on September 20, 2018. The meeting convened at 9:10 am, Sue Carpenter, Vice-President presiding, Kelly Funkhouser, secretary.

Approval of the Minutes of the August 16, 2018 Annual Meeting
The minutes were approved as corrected.

PUBLIC FORUM - None

CORRESPONDANCE AND COMMUNICATIONS – None

REPORTS OF COMMITTEES/OFFICERS

- A. President – None
- B. Treasurer – The July 2018 financials were discussed and filed for audit.

REPORT OF THE LIBRARY DIRECTOR

- There will be a change in the way new books are being handled so that release dates can be promoted.
- The Panetta letter was distributed and discussed. The chart outlines the recommended Board of Education funding to public libraries.
- Clay-Battelle Public Library needs a new roof. One quote has been received.
- The following are highlights reported by staff:
 - Grandparents Day had attendance of 18 children and 20 adults. There was a drawing for a door prize. Each child was given a book and school supplies.
 - Clinton District Public Library is increasing their programming for children to 2 times per month with one evening program held at 5:30pm.
 - Cheat Area Public Library's sidewalk project is complete. Colleen Caldwell applied for and received a West Virginia Library Commission grant and a grant from the Rotary Club of Cheat Lake.
- Sarah Palfrey distributed the October 2018 programs calender.
- Jimmy Lorusso, Facilities Manager, is currently working on the back porch of the Aull Center and has worked on bathroom maintenance and repainting.
- Nathan Wuertenberg, Reference Assistant – Aull Center, is working to bring additional programs to the Aull Center.
- Converting Clinton District and Cheat Area DVD collections to security cases is ongoing. Sarah Scharf, Cataloging Assistant, has been travelling to the sites to help with the conversion.
- RFID security is moving forward. Implementation plans do not include self-checkout stations.

UNFINISHED BUSINESS

1. Proposed Lease – Arnettsville - Sarah Palfrey is waiting for a response from Ryan Simonton, City Attorney.
2. Plan for review of director – no update
3. Clinton District Public Library – Sarah Palfrey has made contact with the Clinton District Volunteer Fire Department. The Volunteer Fire Department would like the library to stay on their property.
4. Election of Officers – listed by error.
5. Sick Leave Reimbursement – The year end reimbursement from the pre-2011 personnel policy was distributed and discussed.
6. Levy Awareness – no update

NEW BUSINESS

1. WVLC Voluntary Certification – Sarah Palfrey led the discussion of implementing 2 or 3 levels with rewards for the employee as the level is mastered.
2. Personnel Manual Addition – **Penny Pugh moved that the Catastrophic Leave Policy be included in the Personnel Manual under Section 8.1.1. Janet Paine seconded the motion. The motion carried.** The Vehicle Policy was distributed and discussed and tabled until the October 18, 2018 meeting.

BOARD COMMENTS – None

ADJOURNMENT – The meeting adjourned at 10:50am.

NEXT MEETING - October 18, 2018 at 9:00am at the Morgantown Public Library