

Attendance: Katleen Dethier, Jessica Doktor, Julie Hengenius, Angela Knisley, Tony Kutter, Kristie Miller and Margaret Stevens Others: Diana Reding, Library Director

1. *Call to Order:* Kristie called the meeting to order at 6:34 PM, followed by the Pledge of Allegiance.
2. *Adoption of Agenda:* Julie moved to approve the agenda; Angela seconded and it carried with all in favor.
3. *Approval of November 2019 Trustee and the 11/25 Supplemental Meeting Minutes* – Julie moved to approve the minutes; Katleen seconded the motion and it carried with all in favor.

4. *Period of Public Expression:* No one from the public attended.

5. *Correspondence:*

a. *Pembroke proposal:* Mr. Calderon (Pembroke School District Superintendent) called Kristie asking if the Board would be interested in the Library becoming part of a proposed Community Center at the East Pembroke Primary School if the school were to close. The Board is asking for written, detailed information before discussing the matter.

b. *NIOGA Trustee Vacancy:* The Board was notified about the vacancy and has been asked if we know anyone interested in applying for the position.

6. *Treasurer/Financial Officer's Report* (submitted under separate cover).

The financial reports for January through November, 2019 were reviewed. **Motion:** To approve the November 2019 Treasurer's report. The motion was made by Julie and seconded by Margaret. It carried with all in favor.

a. *Approval of bills.* **Motion:** To approve the payment of bills for November, 2019. Jessica made the motion and Angela seconded it. It carried with all in favor.

7. *Director's Report:* (submitted separately): Diana reviewed her report which included Financial, Building/Grounds/Equipment information.

8. *Committee Reports:*

a. *Building and Maintenance:* 1) Three different electrical companies have come to look over the Library's outdoor lighting needs. We are waiting for them to submit their estimates. 2) The awning over the back door should be installed soon. 3) Estimates are needed for installing on railing on the back step. 4) The back-flow device work is complete. 5) Workers involved with this noted that the Library's main support joist needs support. The construction company that initially worked on the building during its remodeling will be contacted for further information and suggestions on how to proceed (SJF Construction – Steve Ferry).

b. *Personnel:* Kathy Myers declined the part-time clerk position.

Motion: To hire Rachel Panepinto for the Library's part-time clerk position. The motion was made by Margaret and seconded by Julie. It carried with all in favor.

c. *Budget and Finance:* This was discussed following the close of the Executive Session.

9. *Old Business:* None

10. *New Business:*

a) Executive Committee formation: The Board has had to recently call Supplemental meetings due to the timely decisions/actions needed for selected Library needs. The Board discussed amending the Bylaws to allow for the Executive Committee to act on behalf of the full Board.

Motion: To revise Bylaw 7 - Item F: That the officers of the Board shall constitute an Executive Committee which shall act on behalf of and at the direction of the Board between meetings. If all officers cannot be present, a substitution by an additional Board member will be allowed. Katleen made the motion and it was seconded by Jessica. It carried with all in favor.

b) Legal consultation for several needs: The Board recognizes and discussed several Library issues where legal advice would be helpful.

Motion: To have an initial consultation with Stephanie Cole Adams for various legal questions. Margaret made the motion and Julie seconded it. It carried with all in favor.

11. Other Business: None

12. *Adjournment:* The meeting adjourned at 7:49 PM to go into an Executive Session.

Motion: To hold an Executive Session for Diana's Annual Review. The motion was made by Julie and seconded by Angela. It carried with all in favor.

The session began at 7:50 PM. Julie read the Personnel Committee's annual review for Diana which included an increase in salary of \$880. The educational reimbursement of \$5250 remains the same as for 2019.

Motion: To adopt Diana Reding's annual review as submitted by the Personnel Committee. The motion was made by Julie and seconded by Tony. It carried with all in favor.

The Executive Session closed at 8:09 PM with a motion by Margaret and seconded by Jessica. It carried with all in favor.

RE-OPENING OF REGULAR BOARD MEETING AT 8:10 PM.

1) *Director's Review:* The Board met with/gave Diana her annual review.

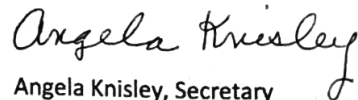
2) *2020 Budget:* The Board discussed the 2020 budget which was reviewed in November along with the increase in Diana's wages.

Motion: To accept the 2020 budget as reviewed in November along with the addition of the Director's salary increase. The motion was made by Margaret and seconded by Jessica. It carried with all in favor.

The meeting adjourned at 8:15 PM with a motion by Margaret and seconded by Julie. It passed with all in favor.

Next Board Meetings: January 27, 2020

Respectfully Submitted,



Angela Knisley, Secretary