

Attendance: *Board Members*- Tony Kutter, Margaret Stevens, Katleen Dethier, Angela Knisley, Kristier Miller      *Others*: Diana Reding, Library Director

## Agenda

1. **Call to Order** at 6:33 PM followed by roll call of members
2. **Pledge of Allegiance**
3. **Adoption of Agenda**- Motion to adopt the agenda was made by Margaret; seconded by Katleen and passed with all in favor.
4. **Approval of Minutes of prior meeting** (July 31, 2017)- Motion to approve the minutes was made by Tony; seconded by Margaret and passed with all in favor.
5. **Public Expression**- No members of the public were in attendance
6. **Correspondence**- None
7. **Treasurer/Financial Officer's Report**- This was tabled due to errors in the report
8. **Director's Report**- Diana reviewed her report which included:
  - A) 'Rekeying' the front door- *A motion was made by Margaret; seconded by Angie and passed with all in favor to proceed having the door rekeyed.* Diana will contact Heritage Locksmith who has done work for us in the past. It appears we will need the following number of keys: 3 keys for staff, 1 for delivery of library materials, 1 for Kristie, and 1 spare. Funding for this will come from the building/maintenance budget.
  - B) Computer replacements/needs
  - C) Diana sent a thank you note to State Sen. Ranzenhofer for the bullet aid for the library.
9. **Committee Reports**: Reviewed committees we have thus far: Sunshine, Personnel, and Finance. There are no reports for this board meeting.
10. **Old Business**
  - a) Chicken BBQ- we need to decide who to hand this opportunity to. Katleen will see if the Vol. Fire Dept. (Greg Lang) wants to assume this fundraising activity. The library is happy to help them in any capacity needed-because the Fire Dept. has helped us in the past. 2018 Pembroke Winterfest- the library will have an information only table for the community (with nothing for sale).
  - b) Computer purchases- the library needs to replace the 3 'Vista' computers. Diana will research price quotes for replacing the desktop computers/software as well as for a laptop with DVD capabilities the library can use for varied library needs and programs.
  - c) Website redesign- the old website is shut down and the library is in the process of building a new site.
  - d) Re-keying of the doors- this was addressed during the Director's Report
11. **New business**
  - A) Rechartering progress
    - i. Paper signing- Board members signed designated papers at this meeting
    - ii. Summary of email- Kristie sent email to Nioga listing the tasks we need assistance with for completing rechartering. We are waiting for a reply.

B) Policy Examination

There was a discussion on what might be new or needs revision due to rechartering. Diana and Kristie will look at our purchasing guidelines to see what might need to be changed. The Board discussed how we would post meetings for public notification.

12. **Date for next Board Meeting:** Monday, Oct. 16, 2017 at 6:30 PM

13. **Other Business:** The Board held an executive session.

14. **Meeting Adjourned** at 8:12 PM with a motion by Margaret; seconded by Katleen and passed with all in favor.

Respectfully submitted,

Angela Knisley, Secretary