

Attendance: Board Members - Katleen Dethier, Tara Fix, Tony Kutter, Kristie Miller, Julie Hengeniuss

Others: Diana Reding, Library Director

Agenda

1. **Call to Order** at 6:40 PM followed by the Pledge of Allegiance
2. **Adoption of Agenda:** Tara made a motion to adopt the agenda; seconded by Tony and passed with all in favor.
3. **Approval of Minutes** of prior meeting (January 22, 2018). Motion to approve the minutes was made by Julie; seconded by Tara and passed with all in favor.
4. **Public expression:** There were no members of the public in attendance.
5. **Correspondence:** None received
6. **Treasurer/Financial Officer's Report:** The board reviewed a current financial report. Tara made a motion to approve the report. Katleen seconded and it passed with all in favor.
7. **Director's Report:** (submitted separately) Diana reviewed her report that included information regarding the following: the official date of rechartering (12/12/17), the next steps for changing the official name of the library, the civil service process, the trustee election process, the new hot water tank, and the upcoming PLA conference.
8. **Committee reports:**
 - a. **Budget subcommittee:** A copy of this year's budget was reviewed and discussed. Tony moved to adopt the budget. Julie seconded and it passed with all in favor.
 - b. **Personnel committee:** The personnel committee has been working on Diana's annual review which will be discussed in executive session.
 - c. **Policy committee:** The policy committee has been working on updating the policy manual to submit to the state for approval. They will send it out via email for the board to review before the next meeting.
 - d. **Rechartering update**
 - i. Lisa Erickson meeting recap: we are on track with the steps we need to be taking
 - ii. **Dissolution:** documents were signed by members of the board and a letter requesting an official name change was sent to the IRS
 - iii. **Timeline:** once the name is officially changed through the IRS (a process which may take up to 60 days plus a 14 day correspondance period), the next step will be to get Articles of Incorporation for the Department of Library Development. We will need to send a document package including bylaws & policy, long range plan of service, and our budget proposal
 - e. **Maintenance issues:** An upcoming maintenance issue that needs to be addressed will be carpet cleaning following the winter salt season. The board is still considering hiring a maintenance person to help with ongoing building maintenance needs a few hours per month, year-round.

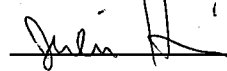
9. **New Business:** the annual NIOGA dinner will be held on May 23rd this year. More information should be coming soon.

10. **Next Board Meeting:** Monday, March 19, 2018 at 6:30 PM

11. **Other Business:** Executive Session-Tara made a motion to go into executive session to discuss Diana's annual review. This was seconded by Julie and approved by all.

12. **Meeting Adjourned:** The public portion of the meeting was adjourned at 7:41 PM with a motion by Julie. This was seconded by Tara and passed with all in favor.

Respectfully Submitted,



Julie Hengenius, Vice President

Corfu Free Library

Board of Trustees Meeting

February 26, 2018

Executive Session

Attendance: Board Members - Katleen Dethier, Tara Fix, Tony Kutter, Kristie Miller, Julie Hengenius

Others: none

Executive Session-Tara made a motion to go into executive session to discuss Diana's annual review. This was seconded by Julie and approved by all.

No Action Taken

Respectfully Submitted,



Julie Hengenius, Vice President