

### Regular Library Board Meeting

The meeting was called to order by board member Thomas at 4:03.

Roll Call: Present: Ronda Haumann, Andrea Thomas, and Marcy Andersen.

Absent: Judy Taylor and Una Clausen

A motion was made by Haumann to excuse board members Judy Taylor and Una Clausen, Thomas seconded. Vote: Aye: Thomas, Haumann, and Andersen

Visitors: Kim Mills

Thomas read the Open Meetings Act Statement. It was noted to have it changed on the agenda to read that the Open Meetings Act poster is on the bulletin board in the library.

Haumann made the motion to approve the meeting minutes from the October 15<sup>th</sup>, 2018 meeting, seconded by Andersen. Vote: Aye: Andersen, Haumann, and Thomas

Haumann made the motion to approve the agenda for the December 20<sup>th</sup>, 2018 meeting. Thomas seconded. Vote: Aye: Haumann, Andersen, and Thomas.

Discussion was held on the pay of the bookmobile librarians. It was decided to give them the pay raise that was put in the budget. Andersen apologized for not telling Kim that she usually gave all staff a raise July 1<sup>st</sup>. Thomas and Andersen will check into what was put in the budget for salaries by the commissioners (2%). This raise will take effect for the January pay period. A motion was made by Haumann to give Virgil Uhrmacher, and Josephine Morris the raise that was put into the budget. Andersen seconded. Vote: Aye: Andersen, Thomas, and Haumann.

Evaluation for the library director will be tabled until the January meeting.

Discussion was held about the library Bi-laws and Policy Handbooks. Andersen pointed out some of the things in the Hooker county bi-laws that they would like to see implemented in the Thomas County Library bi-laws or policy book when we make changes to ours.

1. We would like to have a specified termination policy implemented in to the policy book.
2. The board feels like there should be something in the policy about staff and social media.
3. We would like specific information on what to do in the event that the library director is gone. Who is in charge of staffing, etc. Title this person substitute librarian.
4. In the event of bad weather if the Court house is closed, the library will also close. If the weather is bad the bookmobile drivers need to check with Sheriff Eng (Head of the County Safety Committee) before going out.

5. If the President or Governor declares a holiday and the Courthouse is closed the library will also be closed.
6. The board would also like it to be put into the handbook that the library director will conduct trainings and appraisals on all library staff yearly and report to the board.
7. The board would like to see a permission slip signed by the parents of children using the library computers and internet services.

Thomas will talk to county attorney Arganbright to see if it is necessary to have both a policy handbook and a bi-law book. Kim Mills will work on typing these additions and changes up for the board to preview, then they will be sent to County Attorney Arganbright.

Hand Rail for garage: Andersen reported that the county road men have been reminded about the making the handrail for the garage, as soon as they have time they will get started on this.

Library Director Kim Mills gave her report. For the month of October she had 69 student and 12 adults use the computers, and there were 646 books checked out for the month. November she had 51 kids and 16 adults use the computers and 649 books were checked out. Mills reported the days that the bookmobile went out on routes. The library will be closed December 24<sup>th</sup> and 25<sup>th</sup>. Discussion was had on the hours for New Year's Eve. Mills showed the board the craft items that the whole elementary school made as Christmas projects. Mills reported that she is working on a grant application to the Thedford Area Community Foundation to help pay for the AED. Thomas, Andersen, and Haumann gave her advice on filling out the application. Thomas reported that she had received \$500 grant money from NIRMA to go towards the AED. Thomas also stated that Sheriff Eng reported to the county commissioners that he would like to close the Courthouse one day and give a CPR and training on how to use the AED machine and this training would also be available to library staff.

A motion was made by Haumann that the library be open on New Year's Eve from 2:00-5:00, seconded by Thomas. Vote: Aye: Andersen, Thomas, and Haumann.

Mills will post this at the library, courthouse, bank, and post office.

Public Comment: None

Next Meeting: The next meeting will be on January 14<sup>th</sup> at 4:00 at the Thomas County Library.

Adjourn: A motion was made by Andersen and seconded by Haumann to adjourn the meeting. Vote: Aye: Thomas, Haumann, and Andersen