

Minutes of the Coatesville-Clay Township Public Library

Board of Trustees

Tuesday, December 10, 2019

Coatesville Clay Township Public Library

- The Coatesville Clay Township Public Library Board Members met for a regularly scheduled meeting on December 10, 2019, at 5:30 p.m. in the Library community room. Board members present were Shelly Starbuck, Kat Blake, Larry McCubbin, Jackie Cramer, Marcy Shepard, and Library Director Korleen Bledsoe.

- **Determination of Quorum**
 - Meeting called to order by President Starbuck at 5:45 p.m.

- **Approval of Minutes**
 - The November 2019 minutes were reviewed and approved with one minor correction.

- **Old Business**
 - **Town Initiatives**
 - Bingo and Ugly Sweater contest to be held on 14 December from 6pm-8pm in Community Building. Registration for holiday home lighting for properties within the town limits close on December 13.
 - **Annual Book Sale**
 - Friends of the Library annual book sale will run from December 2 – December 21. Bags of books are just \$2.
 - **Holiday Hours**
 - Reminder that the Library will be closed on December 24-26 to celebrate the holidays and December 31 and January 1 to welcome 2020.
 - **Document updates**

- Polices and procedures document, employee handbook, and Library Board handbook are all a work in progress and will not be finished until after first of year.
- Korleen is also working on an incident/complaint report form. The board recommended using email address of library when someone wants to file a complaint.
- **New Business**
 - **Year End Report and Employee Recognition**
 - Marcy motioned to approve the employee recognition based on November proposal. Larry seconded and all approved.
 - Based on current projection, the library will end the fiscal year with a surplus of roughly \$60k.
 - **Substitute Librarian Application**
 - The Board approved an application for the director to hire Sabrina Horn Smith as a substitute librarian.
 - **Library Television**
 - Korleen reported the television above the patron computers has not been working properly. Board recommend replacement rather than invest in repairs.
 - **Grouping of Patron Accounts at same address**
 - An issue recently arose where services to one patron in a household may not be received if there are outstanding debts with another patron at the same household. We should have a clear policy on this. Korleen will create a policy based on the board's direction that each household member account should be treated independently.
- **Meeting was adjourned at approximately 6:20 p.m.**