

The Board of Trustees of the Schmaling Memorial Public Library met in regular session on Monday, May 16, 2016 at 5 p.m. Teresa called the meeting to order.

Members present were Nancy Countryman, Paula Ensinger, Misty Fanderclai , Sandy Hamilton, Barb Knight, Teresa Ray and Tom Stange. Britni Hartman was also present.

A motion was made by Tom to approve the minutes of the April 18, 2016 meeting. All ayes were heard and the minutes were approved.

Barb made a motion to pay the bills. The motion carried with a 6-0 roll call vote.

#### LIBRARIAN'S REPORT

1. A motion was made by Barb to approve the Unattended Children Policy with changes. All ayes were heard. Motion passed.
2. A motion was made by Paula to approve the Book Donation Policy. All ayes were heard. Motion passed.
3. A motion was made by Misty to approve the Building Maintenance Schedule with changes. All ayes were heard. Motion passed.

#### BUILDING AND GROUNDS COMMITTEE

No report

#### FINANCE COMMITTEE

1. Nancy reported that the Money Market and Grants, Gifts & Memorial account totals are switched on the General Fund report.
2. Nancy distributed the quarterly statements from CFGRB.

#### LIBRARY COMMITTEE

No report

#### MISCELLANEOUS ITEMS

1. Britni reported that it is recommended to have two people trained as a FOIA officer. She will take the training.
2. Next meeting is Monday, June 20, 2016 at 5 p.m.
3. Misty made a motion to adjourn. All ayes were heard; motion passed.

Respectfully submitted,

Barb Knight, Secretary