

The Board of Trustees of the Schmaling Memorial Public Library met in regular session on Monday, December 18, 2017 at 5 p.m. Teresa called the meeting to order.

Members present were Nancy Countryman, Jodie Dornbush, Paula Ensinger, Sandy Hamilton, Barb Knight, Kathy Quick and Teresa Ray. Britni Hartman was also present.

A motion was made by Kathy to approve the minutes of the November 21, 2017 meeting. All ayes were heard, and the minutes were approved.

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

LIBRARIAN'S REPORT

1. After some discussion on the Per Capita Grant requirements, it was decided after reading the Trustee Facts File that the board president does get to vote on the board.
2. We have our Pizza Ranch fundraiser on Monday, January 29. Britni will get a schedule to those that volunteered to help.
3. Barb made a motion to approve the Sexual Harassment Ordinance and that the Ordinance and Policy will be posted for public review on the library bulletin board and on our website and a copy will be provided to all employees and volunteers of the library. Ordinance passed with a 7-0 roll call vote.
4. Barb made a motion to approve the Sexual Harassment Policy. All ayes were heard; motion approved.

BUILDING AND GROUND COMMITTEE

A new flag has been hung.

FINANCE COMMITTEE

1. Nancy has submitted the annual financial report and it has been accepted. Next year we will need a library seal to file. A seal embosser costs around \$30-\$35.
2. On the "Gifts" spreadsheet, \$146.88 to Center Point was accidentally taken from "Gifts for Books" and it should have been from the "Memorial Fund."

LIBRARY COMMITTEE

No report.

MISCELLANEOUS

1. Teresa will publish the memorial recognition.
2. Britni will schedule the staff holiday lunch after the holidays.

Nancy made a motion to adjourn. Motion carried. Next meeting will be Tuesday, January 16, 2018 at 5 p.m.

Respectfully submitted,

Barb Knight, secretary