

**Genoa Public Library**  
Board of Trustees Meeting Minutes  
July 17, 2017

- I. CALL TO ORDER – Meeting was called to order at 7:09 p.m. by Board President Dale Pitstick. Members present: Jim Newhall and Jim Hansen. Members absent: Kay Baker and Marilyn Belin. Also present: Library Director Jen Barton
- II. OFFICER ELECTIONS- Jim N. moved to accept the nominations of Board Officers as follows: President, Dale Pitstick; Vice-President, Jim Hansen; Secretary, Jim Newhall; and Treasurer, Marilyn Belin. Second by Jim H. Vote: Yes-3 No-0. Jim N. also moved that Dale Pitstick be the second signer on our checking accounts. Second by Jim H. Vote: Yes-3 No-0
- III. APPROVAL OF AGENDA- Jim H. moved to approve the agenda. Second by Jim N. Vote: Yes-3 No-0
- IV. PUBLIC COMMENT- None
- V. PRESENTATIONS-None
- VI. APPROVAL OF MINUTES-Jim N. moved to approve the June 19, 2017 minutes. Second by Jim H. Vote: Yes-3 No-0
- VII. CORRESPONDENCE- None
- VIII. TREASURER’S REPORT
  - a. Jim H. moved that we place \$21,586.26 on the record for audit for June. Second by Jim N. Roll call vote: Jim H-yes, Jim N-yes, Dale-yes.
- IX. OLD BUSINESS
  - a. Items on the Project List were reviewed and the list will be updated to reflect progress and completion of current items.
  - b. The Board will continue to look for candidates to fill the two vacant positions.
- X. NEW BUSINESS
  - a. Jim N. moved that we approve Building Maintenance Ordinance 17-02. Second by Jim H. Roll call vote: Jim H-yes, Jim N-yes, Dale-yes
  - b. Jim N. moved that we accept the proposal from Standard Roofing Company to fix the roof on the 232 building for \$4,640.00. Second by Jim H. Roll call vote: Jim N-yes, Dale-yes, Jim H-yes.
  - c. Jen will work with our insurance company, Country Financial, to secure a surety bond for our treasurer.
  - d. The Secretary’s Audit for the IPLAR was completed.
  - e. Jim N. moved that we continue to have T. Allen and Associates perform a full audit of our financial records for fiscal year ending June 30, 2017. Second by Jim H. Roll call vote: Dale-yes, Jim N-yes, Jim H-yes
- XI. STANDING COMMITTEES
  - a. Finance- none
  - b. Marketing and Communication-none
  - c. Technology-none
  - d. Facilities-none
  - e. Policy-none
- XII. DIRECTOR’S REPORT AND MONTHLY STATISTICS –presented
- XIII. CLOSED SESSION- None
- XIV. ADDITIONAL DISCUSSION

- a. Jen asked the Board to consider seal-coating the parking area behind the building. After inspecting the parking area, the Board determined that seal-coating can wait for another year.
  - b. Jen requested 8/3, 8/7, 8/8 off for vacation.
  - c. Jen mentioned two Board training opportunities: Saturday, August 5<sup>th</sup> in Hinckley for new Board member orientation and Saturday, October 21<sup>st</sup> in Genoa for financial and legal training. Any Board member interested in attending should let Jen know so she can register attendees.
- XV. ADJOURNMENT- Dale moved to adjourn at 7:44 p.m.

**Next meeting: August 21, 2017 at 7:00 p.m.**