**Henika District Library**

**Board Meeting Minutes**

**December 11, 2019**

Members Present: Joshua Wright, Gary Marsh, Amy Huyck, Ann McInerney, Mary Ortiz

Others: Nicole Gray, Director, Melanie Suk, Friends Chair

Members Absent: Maria Musgrave, Danielle Simmons, Open Position from Wayland City

Meeting was called to order at 6:00 p.m. by President Joshua Wright.

Approval of the Agenda as presented was motioned by Mary Ortiz with support from Gary Marsh, all yes, motion carried.

Friends of the Library Update given by Chair; Melanie Suk. The last meeting of 2019 took place and another chair was purchased for the reading area. At the January meeting goals for 2020 will be discussed. Additional “Friends” are welcome to the group. Discussed the desire for grants to help with projects.

Approval of the November 14, 2019, meeting minutes was motioned by Ortiz with support from Huyck. All yes, motion carried.

Financial Reports were discussed. Approval of the paid bills was motioned by Marsh with support from Huyck. All yes, motion passed.

Director’s Report – Nicole Gray discussed her November 2019 report. Board approved the proposal of closing Tuesday, December 31, to work on the picture book re-shelving project. If things move forward with the Yankee Springs addition to HDL an addition of two (2) board seats will also take place. Discussed the 2020 Goals as presented along with better communication and to streamline the budget. Discussed the staff evaluations. Wright discussed the Director’s evaluation. Wright will send out the evaluation form to the board and will calculate the score and get back with the board prior to the end of December.

Unfinished Business – Director Gray will bring back the question of the IRS reimbursement in the budget expense area.

New Business – Policy Manual Updates – Personnel Policy were discussed as presented. Change was made in the second full paragraph adding NOT to “…the employee will NOT be compensated…. for….” Other items on the policy do not change. Specific change for Health Insurance that no longer apply. McInerney motioned to approve the Personnel Policy as presented with the change above, support was provided by Huyck.

2019 Budget Amendments were discussed and a motion was made by Huyck with support from Ortiz. All yes, motion carried.

Discussed the need for Wright to sign the audit engagement letter and dates for the 2020 meeting dates.

Meeting adjourned at 7:46 p.m.

Ann McInerney for Secretary Danielle Simmons

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