

Board Minutes
Two Harbors Public Library
Tuesday, November 6, 2018

The meeting of the Board of Trustees, Two Harbors Public Library, was called to order by President Marcia McCormick at 5:00 on Tuesday, November 6, for their regular meeting. The following members were present: Holly Gangelhoff, Michelle Golden, Karen Johnson, Marcia McCormick, Barry Rackner, Patty Tofte, John Weidner and Library Director, Katie Sundstrom. Absent: Cathy Erickson, Tracy Gilsvik, Brad Jones.

The **Introductions** included a quick sharing of a favorite Thanksgiving pie flavor.

The **Minutes** of the previous regular meeting of October 2018 were presented. John/Holly moved to approve and place on file. Motion carried.

The **Bills** for October 2018 were approved per Mic/Marcia. Motion carried.

The **Financial Report** for Year-to-Date, through October 2018, was presented to the board for approval. Karen moved and John seconded that the report be accepted as presented and placed on file. Motion carried.

The **Librarian's Report** for October was presented to the board. Mic/John moved to accept. Motion carried.

Committees:

Finance Committee:

Building Committee:

Personnel Committee:

Art Committee:

DSACF/THAF Committee: This group had met after the October meeting and prior to the November meeting. They had brain stormed a list of businesses that might be agreeable to contributing toward an endowment fund and were in the process of contacting them. Some are willing to contribute to projects but not endowments. They will continue to reach out before their December meeting.

Old Business:

- We continued the discussion begun last month on Animals in the Library. Katie had spoken with several other libraries in her research of policies and several of those policies were included in our packet. It was decided that Katie will adapt the Duluth policy to our library to be adopted at the December meeting. We especially liked the visual flow chart that would be helpful for staff to implement. Katie will also consult with the City Office to see who serves as the ADA Coordinator.

New Business:

- Katie and the Personnel Committee have been interviewing for the Library Aide position that Carol Lundell is vacating. This has been the third new hire this year. For efficiency after interviewing 5 applicants, Mic moved and Karen seconded that we establish a hiring list for the Library Aide position that will be in effect for one year, until November 2019. Motion carried. It was then moved by Holly and seconded by Mic that the position be offered to Bethany Lambrecht. Motion carried. The next name on the list is Christyne Hays.
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- It was moved by Mic and seconded by John to accept, with regret, the resignation of Brad Jones from the Library Board. Motion carried. Barry has a recommendation of someone who is interested in serving. He will invite her to the next meeting.

The meeting was adjourned per Karen/Mic. The next regular meeting will be Tuesday, December 4, 2018 at 5:00.

Respectfully submitted,

Patricia Tofte, Secretary