

Holly Township Library Board

Board Minutes

January 8, 2019

- **Call to order:** Board President Mr. Glen Mitchell called the meeting to order at 7:30.
- **Roll Call:** Present: Mr. Glen Mitchell, Dr. Jubar, Dr. Hejhal, and Mr. Greg Semrau. Director Tara Kanon. Absent: Mr. Grossman and Mr. Clark
- **Approval of minutes:** Motion by Dr. Jubar and seconded by Mr. Semrau to approve. Minutes were approved by voice vote.
- **Bills for Payment:** Director Kanon explained that there were two bills, one from Baker & Taylor and the other from Ingram that have not yet been received. Both bills will be paid when they arrive. Motion to approve bills to be paid made by Mr. Semrau and seconded by Dr. Jubar. Motion carried by voice vote.
- **Financial Statement:** Dr. Hejhal moved for approval and seconded by Dr. Jubar. Motion carried by voice vote.
- **Directors Report:** Report presented by Director Kanon. Detailed copy available by request.

Old Business:

Bank Statement Reconciliation was Present and approved by voice vote. Motion made by Dr. Jubar and Second by Dr. Hejhal for approval.

Audit Update: Still in process. A new auditor has taken after the auditor that began the audit changed jobs. The audit is still being handled by Lewis & Knopf.

New Business:

Election of officers: Chairman, Mr. Glen Mitchell; Vice Chairman, Mr. Grossman; Secretary, Mr. Greg Semrau; Treasure, Dr. Jay Jubar, Trustees, Dr. Hejhal and Mr. Jim Clark.

Review of bylaws and polices. Approval by voice vote. Motion by Dr. Jubar and second by Dr. Hejhal.

- **Directors Search**

Nine candidates have applied for the position. After review of resumes and with Director Kanon's input four candidates were chosen for interview.

Gregory Hayes

Antonio Dustin

Ellen Pitcher

Terry Koyl

Director Kanon will set up appointments for interviews by the board on Friday January 18 and Saturday January 19.

Director Kanon will request that MMLC conduct the reference checks.

- **Director Kanon suggested the in the event there was a long gap in the time she is scheduled to leave that our Director of Adult Services Manager, Tina Russette by interim library director. Motion by Dr. Jubar and second by Dr. Hejhal that this be approved. Carried 3 to 1 vote.**

Adult Service Manager was present for our meeting.

Adjournment: 9:01

Next Meeting February 12, 2019

Holly Township Board

Board Minutes

Special Board Meeting

January 18, 2019

1. Call to Order: Board President Mr. Glen Mitchell called the meeting to order at 5:00PM.
2. Roll Call: Present: Mr. Mitchell, Dr. Jubar, Dr. Hejal, Mr. Semrau, Mr. Grossman, Mr. Clark. Absent: None
3. The Board moved to begin the interview process for the first candidate, Gregory Hayes.
4. Mr. Hayes was presented to the Board by President Mitchell.
5. The candidate was interviewed by the Board for approximately one hour and then left.
6. The Board had a general discussion about the candidate and moved to adjourn until Saturday January 19.

Adjournment 6:15PM

Next Meeting: Special Meeting January 19, 2019 at 10:45AM

Holly Township Board

Board Minutes

Special Board Meeting

January 19, 2019

7. Call to Order: Board President Mr. Glen Mitchell called the meeting to order at 10:45AM.
8. Roll Call: Present: Mr. Mitchell, Dr. Jubar, Dr. Hejal, Mr. Semrau, Mr. Grossman, Mr. Clark. Absent: None
9. The Board moved to begin the interview process for the next candidate, Terri Koyl.
10. Ms. Koyl was presented to the Board by President Mitchell.
11. The candidate was interviewed by the Board for approximately one hour and then left.
12. The Board had a general discussion about the candidate and moved to recess until 1:00PM
13. The Board moved to begin the interview process for the next candidate, Diane Santia.
14. Ms. Santia was presented to the Board by President Mitchell.
15. The candidate was interviewed by the Board for approximately one hour and then departed.
16. The Board had a general discussion about the candidate and moved to recess until 2:45PM
17. The Board moved to begin the interview process for the last candidate, Antonia Dauster.
18. Ms. Dauster was presented to the Board by President Mitchell.
19. The candidate was interviewed by the Board for approximately one hour and then left.
20. The Board had a general discussion about the candidate and moved to adjourn.

Adjournment 4:30PM

Next Meeting: February 11, 2019 at 7:30PM

Township Library Board Minutes

Feb. 12, 2019

7:30 pm

- Meeting Called to order by Chairman Mitchell at 7:30 PM
- Roll Call:

Members Present: Dr. Jay Jubar, Mr. Jim Clark, Chairman Mitchell, Dr. Margaret Hejhal, Director Gregory Hayes

Motion was made by Mr. Clark and supported by Dr. Jubar to excuse board members Greg Semrau. Motion carried by voice vote.

- Minutes:

Minutes from the Jan. 2019 board meeting were presented and approved after an addition was made. At the suggestion of Director Kanon, Tina Russette was approved by the board to act as interim director until a permanent director could be hired to work full time. Mr. Clark made the motion and it was supported by Dr. Jubar. Motion carried by voice vote.

- Bills for payment:

A written copy of Bills for payment was presented. Dr. Hejhal moved we accept the report as written and Mr. Clark seconded the motion. Motion carried by voice vote.

- Financial Statements:

A financial statement was present for the past month's expenses.

Director Hayes informed the board that a representative from the auditing firm will be meeting with the board in March.

Mr. Clark moved we accept the financial statement as present. Mr. Clark seconded the motion. Financial Statement report motion passed by voice vote.

- Director's Report: Director Hayes presented the director's report for the time he has been employed. Since that time the board has received a weekly up date of all activities at the library. Detailed copies available upon request.
- Old Business:
 - Mr. Gregory Hayes was welcomed as out new full-time library director.
 - Audit Update: The board will meet the new auditor at the next regular mtg.
 - Technology: Director Hayes has suggested the web site be revisited and he will present a suggested detailed plan at next months meetings.
- New Business:
 - Building: Concern about lighting outside of the building was expressed. Director Hayes will investigate the cost of updating the lighting. Reporting to the board next month.
 - Library Closing: Due to the inclement weather the director had closed the library several days. One of his criteria to close was that the schools were closed. Discussion by board members was that schools close because they have to drive busses down slippery country roads. This is not a condition the library needs to deal with. Further discussion was that many of our patrons walk to the library and often the library is a type of "haven" for patrons. Director Hayes's concern was that it may not be safe for his staff to get to work due to road conditions. It was felt by board members that if any staff could get to the library, to open it, it should be open.
- Public Comment-none
- Adjournment

Next Regular Meeting will be March 12, 2019

