

**MT LEBANON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

Approved minutes, Tuesday, November 19, 2019, 7:00 p.m.

Call to Order: The meeting was called to order by Ms. Lohr at 7:01 p.m.

Members Present: Ms. Lohr, Ms. Reynolds, Mr. Pope, Ms. Sally Taylor, Ms. Marcia Taylor, Mr. Jones, and Ms. Flynn

Visitors: None

Staff: Ms. Vittek

1. **Approval of Agenda:** Upon motion by Ms. S. Taylor and seconded by Ms. Reynolds the November agenda and September and October Meeting Minutes were approved unanimously.
2. **Comments from Observers:** None present
3. **Comments from Commission Liaison to the Library:** Not Present
4. **President's Report:** We are going to have an executive session to discuss Ms. Vittek's evaluation.
5. **Approval of Treasurer's Report:** Budget is in line with where it should be.
 - Upon motion by Mr. Jones and seconded by Ms. M. Taylor the Treasurer's Report was approved unanimously.
6. **Director's Report:** Ms. Vittek provided a detailed version of the draft preliminary budget for 2020. The draft budget included the donated funds/contribution line for the Book Stop and library programming. Also, a line for contributions designated for materials. The county has decided to provide unlimited automated renewals for all items starting in 2020. This will reduce late fee income. The unlimited automatic renewal is a concern especially in relation to hot topic books which would be out for an extended period of time.
 - The Board discussed the preliminary draft budget. An official vote on the budget will occur after the Commission Budget Meeting.
 - ACLA/CLP: Recommending unlimited renewals limited to six
 - RAD: The RAD Board has decided that library's look at the formula again
7. **Committee Reports**
 - **Governance Committee:** Recommends retiring the Equal Opportunity and Part-time Staffs Policy and an amendment to the Library Program Policy.
 - Upon motion by Mr. Pope and seconded by Ms. Reynolds the Equal Opportunity and Part time Employee Policy was retired and an amendment to the Library Program Policy, the motion was approved unanimously.
8. **Old Business:** Nothing to report
9. **New Business:** The Learning Lab is under construction and estimated completion is December. It was recommended to hold the January Board meeting in the completed lab.
10. **Advocacy Moment:** Ms. M. Taylor has been asked to be a member of the Under Funding Municipalities Task Force.

11. **Adjournment:** Upon motion by Ms. M. Taylor and second by Ms. S. Taylor the meeting was adjourned at 7:52 p.m.

Executive Session: Personnel



Corey S. Flynn, Secretary