

CAMPBELL COUNTY PUBLIC LIBRARY
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BOARD OF TRUSTEES REGULAR MEETING
December 21, 2010
COLD SPRING BRANCH

MINUTES

CALL TO ORDER: President Rebecca Kelm called the regular meeting to order at 4:30 p.m.

ATTENDANCE: Board members present were Rebecca Kelm, Donald E. Grosenbach, Judy Voelker, Angela Siddall, and Steve Trumbo. Also present were JC Morgan, Library Director; Bob Jennings, Library Attorney; Dave Anderson, Cold Spring Branch Manager; Darci Gressick, Human Relations Director; Dawna Haupt, Library Accountant; Linda Black, Business Office Assistant.

REVIEW OF AGENDA: No questions.

INVITATION OF PUBLIC COMMENT: No comment.

MANAGERS REPORTS: Dave Anderson reported that he had been appointed to the SWON Board. Dave Anderson also reported that the staff will be trained on the credit card process after the holidays. Dave Anderson told the Board that the ISON Marketing Group is re-doing the library web page. Dave Anderson reported that the wrap for the van is coming along and he is getting price quotes for a hitch. Dave Anderson reported that the Children's Outreach position will be posted. The position will be stationed at Cold Spring and reporting to Dave Anderson.

Darci Gressick reported that she is working on the Children's Outreach job description and will post it after the holidays. Darci Gressick reported that Jerry Fields will supervise the custodians and courier. Darci Gressick also reported that all the branch holiday parties had taken place and she is working with ADP on the last payroll of the year. Darci Gressick explained how the retirement and payroll taxes will be reported on the employee paychecks in the coming year. Darci Gressick explained that the dress and behavior policies for volunteers had been changed to correspond with employee policies. Darci Gressick also e-mails Health Awareness Tips monthly to the staff.

Dawna Haupt reported that Bill Donlin was working on the audit. It will be presented at the February meeting. Dawna Haupt has been setting up the credit card processing with outside vendors and working on the credit card acceptance policy. Dawna Haupt has taken over payment of collection purchases in Polaris. Dawna Haupt and Jerry Fields are doing the inventory and evaluation of fixed assets making sure that the library is insured for the correct value.

PRESIDENTS REPORT: Rebecca Kelm suggested that the Board discuss the South Branch plans at the January meeting. Rebecca asked the Board how they felt about a lunch retreat meeting. Judy Voelker thought it was a good idea. A discussion was held. Bob Jennings told the Board they would have to provide notice of the agenda. JC Morgan proposed evenings or a lunch time on the weekend. He would like Charlotte McIntosh to attend. A new "doodle" will be set up online to determine a date/time for the meeting.

CORRESPONDENCE: None.

ATTORNEY'S REPORT: None.

REGIONAL LIBRARIAN'S REPORT: Charlotte McIntosh's report is attached.

LIBRARY DIRECTOR'S REPORT: JC Morgan's written report is attached. There were no questions on the Director's written report. JC Morgan answered Steve Trumbo's question about damage from the hot water tank leaking at the Cold Spring Branch. JC Morgan explained and showed pictures of the van wrap logo. Angela Siddall asked about visibility through the back window. The wrap should not dangerously impede visibility.

COMMITTEE REPORTS: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS: A vote was taken on the review of the Volunteer Policies with changes made. Judy Voelker moved for approval. Angela Siddall seconded. All were in favor. Motion carried. Steve Trumbo asked about Investment Policies. JC Morgan will change the wording in investment objectives. Judy Voelker asked that JC Morgan continue to give the investment report. A discussion followed. A vote was taken on the review of the Investment Policies with corrections and updated dates. Judy Voleker moved for approval. Steve Trumbo seconded. All were in favor. Motion carried.

TRANSACTION REPORTS: Angela Siddall moved for approval of the financial reports. Judy Voelker seconded. All were in favor. Motion carried.

MINUTES: Donald E. Grosenbach moved for approval of the minutes from the November 16, 2010 meeting. Steve Trumbo seconded. All were in favor. Motion carried.

NEXT MEETING: January 18, Tuesday, 4:30p, Newport Branch

ADJOURNMENT: 6:10 p.

PRESIDENT

SECRETARY