

ANGOLA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING DECEMBER 4, 2018

PRESENT Jack Kuebler, Jenn Page, Shelby Harris, Diane Volker, Patty Friend, Sally Needham, Barb Schmitt, Mari Grennell.

Jack opened the meeting at 6:03PM. Patty moved to accept the Agenda, seconded by Sally, motion carried. Barb moved to accept the minutes of the previous meeting, seconded by Sally, motion carried. The Treasurer's reports were presented. Diane moved to accept, seconded by Barb, motion carried. Jenn showed us an example of the new format we will be using for reporting the private checking account from now on, and also the budget reporting form to be used, set up with help from Central.

Shelby went over the state requirements for libraries which must be put into place by January 1, 2021. A discussion followed regarding implementation.

CORRESPONDENCE Lake Shore Central requests we purchase an ad in the program for the upcoming musical. Diane moved we purchase an ad for \$50.00, seconded by Sally, motion carried. The Dunkirk Observer sent a request that we take an ad in their Holiday Songbook. After a discussion we decided not to do that.

PROGRAMS We will be participating in Christmas in the vVillage on December 8, with ornament making and letters to Santa. Explore and More will do Graham Cracker Houses on December 15. Free movies will be Smallfoot on December 28, and The House With the Clock in the Walls on January 11. Book a Technology Trainer will be December 29.

CENTRAL notified us that the \$10, 000.00 from Senator Chris Jacobs will be put in our budget.

STAFF Brandon, the new part-time cleaner is working out.

CIRCULATION is low for November.

PURCHASES AND NEEDS a new refrigerator was needed.

OLD BUSINESS The children's art work display strips have not been installed yet. Security cameras will be installed Wednesday. The LED lighting is now installed. The exterior art work project is still on hold.

NEW BUSINESS Jenn wrote a draft for Petty Cash guidelines, after looking at Orchard Park's policy. She presented the draft. After a discussion, we amended it to set the maximum amount to \$200.00 instead of \$500.00. Sally moved we adopt the amended policy, seconded by Mari, motion carried. Barb moved we pay the \$220.00 to Shultz's for the new refrigerator, seconded by Sally, motion carried. Jean mentioned we have about \$250.00 in cash at the moment from candy sales. Diane moved we skip the January meeting and meet next on February 5. Mari seconded, motion carried. Meeting adjourned.

Respectfully submitted, Diane Volker