

Harrisburg Public Library District  
Board of Trustees Meeting Minutes  
October 16, 2017

President Janet Jones called the regular meeting of the Board of Trustees of the Harrisburg Public Library District to order at 5:06 pm. Those in attendance were Trustees Joe Ewing, Janet Jones, Lynda Clemmons, Sally Wofford and Gary Jones. Also in attendance was Director Krystal Gulley. Trustees absent were Kelly Phelps and Tammi Jackson.

**Consent Agenda:** Trustee Ewing requested discussion on the Statistical Summary. After the discussion, a motion to accept the agenda as presented was made by Trustee Wofford. The motion passed unanimously on a roll call vote.

**President's Report:**

- President Jones complimented both the Children's Librarian, Emily Drone, and Director Gulley on a very thorough report and active month.
- She stated that due to difficulty in getting people to commit to be on the Holiday House Tour and the late date, the tour has to be cancelled for this year.
- The Holiday Open House and Art Reception for the Library has been scheduled for the first Saturday of December. The art show will remain up until the first of the year.

**Committee Reports:**

- Building Committee: Trustee Ewing reported that the Committee along with Dave Clemmons, had done a building and grounds "walk through" on October 2, 2017. Several areas of need were noted. Areas requiring Board action were:
  - o Recoat the roof. A motion by Trustee Ewing to have Wes Ratliff coat the roof for a price not to exceed \$4,000.00 with prior Board approval passed unanimously on a roll call vote.
  - o A motion by Trustee Ewing to power wash the exterior of the building and the storage building by Carpet Masters for \$691.28 carried on a roll call vote with Trustee Wofford voting NO.
  - o A motion by Trustee Ewing to agree to have Carpet Master clean the main floor carpets once per year and the basement carpets to be cleaned quarterly for a total price of \$2242.75 was approved unanimously on a roll call vote.
  - o Other small odd jobs will be done on a time material basis with Alex Garnett.
- There were no other committee reports.

**Director's Report:**

- Levy Ordinance 17/18-4 was passed on a motion by Trustee Clemmons with a unanimous roll call vote of yes.
- Per Capita/Staff Training Day was discussed and agreed that it was needed. A motion was made by Trustee Wofford to purchase an automated external defibrillator. Motion passed unanimously on a roll call vote. Director Gulley will attempt to schedule this training during the month of November. It was agreed to close the Library for the day so all staff could attend this training.
- Director Gulley received a very nice letter from the Stone Soup Shakespeare group for our past participation. They would like to have another performance at the Library in May. The Board was in agreement.
- Employee raises were discussed and it was pointed out that raises were set in the last budget. The Board agreed to look at Christmas bonuses at the next meeting.
- There was discussion of the need for an audit. It was pointed out that we are not required by the state to file an audit report. However, if we do an audit and file the audit with the state it must be done on an accrual basis to be in compliance with the state requirements. Therefore, since it is less expensive to do the agreed audit on a cash basis as opposed to an accrual basis, we would do this audit on a cash basis and not file it with the state.
- Director Gulley will check and see why she is not receiving notification as to times the flag should be flown at half-staff.

A motion was made by Trustee Ewing at 6:15 pm to adjourn. Motion carried unanimously on a voice vote.

Respectfully submitted by Trustee Joe Ewing.