

**Williamsburg Community Library**  
**Regular Board Meeting Minutes**  
August 21, 2018

Meeting called to order at 7:04 by Ken, followed by the Pledge of Allegiance.

Members present: Ken Hagenback, Elston Horne, Sharon Woods, Richard Neal, and Lisa Vencel

Staff: Shae Crowley

Guest: Eloise Bennett

**Secretary Report**

Sharon Woods made the motion to accept minutes as read, Dee Horne 2nd, all in favor motion carried.

**Treasurer's Report:**

Lisa Vencel made motion to accept Treasurer's Report, Richard Neal 2nd, all in favor, motion carried.

**Committee Reports:**

Ken Hagenback reported that he'd called four different electrical companies about bids on exterior lighting on building and sign. Only Performance Electric had responded to his calls and submitted a bid.

Fund-raising: Ken said this was still in the works but no new news.

**Director's Report:**

Shae Crowley called the Elementary school about them using the library. They said Fridays would work best for the kids to use the library. We would need to change library hours and Shae thought we needed to start closing library earlier than 7 pm. We could get \$16,400.00 more in NEKLS funds if we moved up a level in NEKLS and we would have to increase 4 more hours in Winter and 12 hours in Summer

Richard Neal made the motion to increase Library hours to 4 hours in Winter and 12 Hours in Summer and proceed on process to move Library up to the next NEKLS level. Dee Horne 2nd, all in favor, motion passed.

Shae will change Library hours for Winter, September 4th, "After-School Meals" start September 4th too.

Shae has an Apple Class September 21st and a Fall Directors' Meeting September 28th. Richard Neal made the motion to send Shae to Apple class on 21st and Fall Directors' Meeting the 28th paying expenses, mileage, and time. Sharon Woods 2nd, all in favor, motion carried.

Pre-school Storytime is on Tuesdays.

Shae checked on Copy machine options (Buy rather than lease) but it is cheaper to keep on Leasing system due to support and maintenance.

Sharon Woods made motion to accept Director's Report, Dee 2nd, all in favor, motion carried.

**Old Business:**

The last of the missing tax paperwork requested by the IRS has been Faxed to IRS. We received letter that they will review within the next 60 days and inform us of any other issues.

Policy Manual Update: Sharon Woods and Shae Crowley volunteered to personally edit rather than doing this during Regular Board Meetings. They will make changes then bring to next meeting for us to look over, make any recommendations then approve.

**New Business:**

Discussed changing our Board Meeting Time to begin earlier. Lisa Vencel made motion to move meeting time to 6:00pm starting September 18th. Dee 2nd, all in favor, motion carried.

Richard Neal is going to check on removing garbage disposal in Kitchen and put in regular drain. Dee made motion for Richard to proceed, Sharon 2nd, all in favor, motion carried.

**Upcoming Business/Events:**

Eloise needs volunteers to work at Library.

Seminars on technology, safety need to be planned. Everyone needs to check calendars to see if we can do on the 2nd week in October (9th-13th)

Ken will follow up with City allowing people from outside City and Williamsburg Township to serve on Board as City Charter states.

Sharon woods made motion to adjourn meeting at 8:05 pm, Dee 2nd, all in favor, motion carried. Meeting adjourned.

Respectfully Submitted,  
Lisa Vencel, Board Secretary