

Meeting Minutes  
Williamsburg Community Library  
December 18, 2018

Meeting Called to Order at 6:01pm. Pledge recited.

Members present: Ken Hagenback, Dee Horne, Sharon Woods, Richard Neal

Guests: Lori Clifton, Eloise Bennett, Bruce Rockhold, Carolyn Trimble

Staff present: Shae Crowley

Incoming Board members Lori Clifton and Bruce Rockhold were sworn in by Mayor Jon Horne.

Ken gave a brief overview of the libraries accomplishments in 2018.

October and November meeting minutes were reviewed. Sharon motioned to approve the minutes as written and 2<sup>nd</sup> by Richard Neal.

Ken gave the bookkeeper's report and spoke regarding the need to replace some of the designated funds that have been used in the past two years. Motion was made by Richard Neal to approve the bookkeepers report and 2<sup>nd</sup> by Dee Horne.

Mayor Jon Horne reported that the library board is responsible for the maintenance of the building.

Shae gave the directors report, all programs are going well and participation is good. Sharon motioned to approve director's report and 2<sup>nd</sup> by Dee.

Shae reported that the emergency lights were now in working order and the cost of that project.

Shae mentioned the need for an additional notary in the city. Board approved that she file the necessary paperwork.

Ken discussed the exterior lighting and cost of that project. All members agreed that the new outside lighting is an enhancement to the library. Dee mentioned that he is still planning to paint the curb in front of the building when the weather permits.

Jon brought the board up to date regarding details of amending the charter to allow for expansion of the boundary for persons wishing to sit on the library board. Discussion followed and it was decided to request the city amend the ordinance.

Sharon motioned to adjourn at 7:25 and 2<sup>nd</sup> by Bruce.

Next board meeting will be January 15<sup>th</sup> @ 6pm.

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November 2018

Meeting Called to Order at 6pm. Pledge recited.

Members present: Richard Neal, Sharon Woods, Ken Hagenback

Guests: Lori Clifton, Eloise Bennett, Bruce Rockhold

Approval of October minutes, Director's Report, etc., tabled until December meeting due to lack of quorum.

Shae updated the board regarding emergency lights—Cintas has been contacted to do the work, but we have not been put on schedule as yet.

Bruce agreed to contact Ottawa Fire Dept., regarding smoke detectors.

Ken spoke about a recent webinar he took part in and the importance of board members using their membership to promote the Library. He gave an update on the outside lighting project—work to begin soon.

Ken attended the October City Council meeting and spoke about the need to open up the Library Board to a wider area than is currently defined in the Charter. Some council members expressed concerns and it was decided that this issue will be revisited at the next City Council meeting.

The Christmas Parade Float was discussed and Lori Clifton and Ken are partnering on this project.

Meeting adjourned at 7:15pm.