

**Hubbard Public Library**  
**Board of Trustees Meeting**  
**5:30 P.M. Monday, December 10, 2018**  
AGENDA

**I. Call to order**

A. \_\_\_ Bailey \_\_\_ Darko \_\_\_ Evans \_\_\_ Fallen \_\_\_ Lambert \_\_\_ Orlando \_\_\_ Sauline  
\_\_\_ Bray \_\_\_ Williams

B. Excuse absent Trustees

\_\_\_ Bailey \_\_\_ Darko \_\_\_ Evans \_\_\_ Fallen \_\_\_ Lambert \_\_\_ Orlando \_\_\_ Sauline

C. A Recorder must be appointed to take minutes during future Board Meetings

**II. Agenda**

A. Approval of Agenda

\_\_\_ Bailey \_\_\_ Darko \_\_\_ Evans \_\_\_ Fallen \_\_\_ Lambert \_\_\_ Orlando \_\_\_ Sauline

B. Recognition of guests

**III. Old Business**

A. Reading of the Minutes

- Approve November 12, 2018 Regular Board Meeting

\_\_\_ Bailey \_\_\_ Darko \_\_\_ Evans \_\_\_ Fallen \_\_\_ Lambert \_\_\_ Orlando \_\_\_ Sauline

B. Committee Reports

- Building and Grounds
- Personnel
- Finance
- Audit
- Records

C. Recommend approval of Exercise Equipment Lending Policy (draft enclosed)

\_\_\_ Bailey \_\_\_ Darko \_\_\_ Evans \_\_\_ Fallen \_\_\_ Lambert \_\_\_ Orlando \_\_\_ Sauline

D. Recommend approval of Agreement to use Fitness Equipment to be signed by each borrower at time of checkout. (draft enclosed)

\_\_\_ Bailey \_\_\_ Darko \_\_\_ Evans \_\_\_ Fallen \_\_\_ Lambert \_\_\_ Orlando \_\_\_ Sauline

**IV. New Business**

A. Correspondence

B. Fiscal Officer's Report

C. Director's Report

1. Library Activities and Building and Grounds Report:

- Usage Statistics
- Department Reports

2. Recommend approval of the 2019 Interim Budget for the amount of \$1,049,078.53 (details enclosed).

\_\_\_ Bailey \_\_\_ Darko \_\_\_ Evans \_\_\_ Fallen \_\_\_ Lambert \_\_\_ Orlando \_\_\_ Sauline

3. Request permission to post Technical Services Assistant position at 30 hours/week at \$9.50 per hour with the understanding that future considerations may be brought to the Board for the hire of an additional part time position in order to supplement department needs.

\_\_\_\_ Bailey \_\_\_\_ Darko \_\_\_\_ Evans \_\_\_\_ Fallen \_\_\_\_ Lambert \_\_\_\_ Orlando \_\_\_\_ Sauline

4. Approve purchase and installation of evaporator and condenser unit for server room. Total cost is \$3420.73 with work to be completed by Roth.

\_\_\_\_ Bailey \_\_\_\_ Darko \_\_\_\_ Evans \_\_\_\_ Fallen \_\_\_\_ Lambert \_\_\_\_ Orlando \_\_\_\_ Sauline

#### **V. Items too late for the Agenda**