



**Hubbard Public Library**  
**Board of Trustees Meeting**  
**5:30 P.M. Monday, July 9, 2018**

**AGENDA**

**I. Call to order**

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

B. Excuse absent Trustees

1. \_\_\_\_\_ 2. \_\_\_\_\_

**II. Agenda**

A. Approval of Agenda

1. \_\_\_\_\_ 2. \_\_\_\_\_

B. Recognition of Guests

1. Ken Newell, Friends Liaison

**III. Old Business**

A. Reading of the Minutes

- June 11, 2018 Regular Board Meeting

B. Hobert Lambert has been appointed by the Hubbard Board of Education to the Hubbard Public Library Board of Trustees to fill the unexpired term of Mrs. Deborah Carsone through March 31, 2019.

- Administer Oath

C. Committee Reports

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

D. Continue tabled discussion of tree root excavation and landscaping project.

**IV. New Business**

A. Correspondence/ Public Address

B. Fiscal Officer's Report

C. Director's Report

1. Library Activities:

- Usage Statistics
- Department Updates

2. Recommend approval for withdraw of non-working technology equipment from inventory:

- 10 Computers to be recycled – I07-51, I07-56, I10-10, I07-10, I99-51, I05-05, I08-16, I10-05, I10-08, I10-09  
1. \_\_\_\_\_ 2. \_\_\_\_\_
- 4 Laptops to use for MakerSpace computer tear-down/rebuild classes – I10-49, I10-50, I10-51, I10-52  
1. \_\_\_\_\_ 2. \_\_\_\_\_

3. Recommend approval of revised job description of Head Circulation Clerk including job title change to Circulation Leader which corresponds with current pay scale structure.  
1. \_\_\_\_\_ 2. \_\_\_\_\_
4. Recommend approval to separate the job description of Technical Services/Circulation Clerk into two separate job descriptions of Circulation Assistant and Technical Services Assistant which corresponds with current pay scale structure.  
1. \_\_\_\_\_ 2. \_\_\_\_\_
5. Recommend approval of new Circulation Assistant title and job description.  
1. \_\_\_\_\_ 2. \_\_\_\_\_
6. Recommend approval of new Technical Services Assistant title and job description.  
1. \_\_\_\_\_ 2. \_\_\_\_\_
7. Recommend approval of revised job description of Substitute Library Clerk II including job title change to Circulation Clerk which corresponds with current pay scale structure.  
1. \_\_\_\_\_ 2. \_\_\_\_\_

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

**The next regular Board meeting is scheduled for  
5:30 P.M.  
Monday, September 10, 2018**