



**Hubbard Public Library**  
**Board of Trustees Meeting**  
**5:30 P.M. Monday, March 11, 2019**  
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

**II. Agenda**

A. Approval of Agenda

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

B. Recognition of guests

- Kenneth Newell, Friends Liaison

**III. Old Business**

A. Reading of the Minutes

- February 11, 2019 Regular Board Meeting

B. Committee Reports

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

C. Trustee Vacancy Update

**IV. New Business**

A. Correspondence

B. Fiscal Officer's Report

C. Director's Report

1. Library Activities

- Usage Statistics
- Department Reports

2. Retroactive approval of bereavement leave for Marian Muder on February 20, 2019, February 22, 2019 and February 25, 2019.

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

3. Approval of update to Employee Handbook Bereavement Policy. (Draft enclosed.)

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

4. Approval of Merge Virtual Reality/Augmented Reality Headset Kit Lending Policy. (Draft and supporting documentation enclosed.)

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

5. Approval of updated job description of Maintenance Worker including job title change to Facilities and Maintenance Associate to correspond with current pay scale. (Draft enclosed.)

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

6. Approval of updated job description title of Coordinator of Teen and Patron Technology Services to Teen and Technology Public Services Assistant to correspond with current pay scale. (Draft enclosed.)

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

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

**The next regular Board meeting is scheduled for 5:30 P.M. on  
Monday, April 8, 2019.**