

**Hubbard Public Library
Board of Trustees Meeting
5:30 P.M. Monday, November 12, 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

II. Agenda

A. Approval of Agenda

___ Bailey ___ Darko ___ Evans ___ Fallen ___ Lambert ___ Orlando ___ Sauline

B. Recognition of guests and/or speakers

- Kenny Newell, Friends Liaison

III. Old Business

A. Reading of the Minutes

- Approve October 8, 2018 Regular Board Meeting

___ Bailey ___ Darko ___ Evans ___ Fallen ___ Lambert ___ Orlando ___ Sauline

- A Recorder must be established to take minutes during future Board Meetings.

B. Charlene Helsel-Kather was hired as of November 1, 2018 to fill the position of Technical Services/Circulation Supervisor. Board approval for hiring was given at the October 8, 2018 Regular Board Meeting under **resolution 136-18**.

C. Committee Reports

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

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. Request retroactive approval for closing of library to public services on November 5 and November 6, 2018 to accommodate General Elections and renovation project.

Library employees reported to work on both days.

Bailey Darko Evans Fallen Lambert Orlando Sauline

3. Recommend continued participation in the CLEVNET library consortium for 2019 at the cost of \$34,836.21 for the year. (\$1,400.42 less than 2018 costs) This total includes professional services, automation software, resource sharing, and electronic resources.

Bailey Darko Evans Fallen Lambert Orlando Sauline

4. Recommend continued Northeast Ohio – Regional Library System (NEO-RLS) membership for staff continuing education at annual cost of \$2100 (same rate as 2018).

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5. Recommend 2% raise for Heather Phibbs, Administrative Assistant, from \$9.50 to \$9.69 hourly to begin with November 16, 2018 pay period.

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

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7. Recommend approval of Agreement to use Fitness Equipment. (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, December 10, 2018.**