



**Hubbard Public Library  
Board of Trustees Meeting  
Monday, October 8, 2018  
5:30 P.M.**

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. Kenny Newell, Friends Liaison

**III. Old Business**

A. Reading of the Minutes

- September 10, 2018 Regular Board Meeting

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

B. Administer Oath for Hobert Lambert, III to fill the office of Board Secretary for the remainder of 2018 term.

C. Committee Reports

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

**IV. New Business**

A. Correspondence/ Public Address

B. Fiscal Officer's Report

C. Director's Report

1. Library Activities:

- Usage Statistics
- Department Updates

2. Motion to approve hiring qualified candidate for Technical Services and Circulation Supervisor at starting salary of \$34,549 with full report on decision and date of hire at the November 12, 2018 Regular Board Meeting.

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

3. Motion to approve extension of unpaid leave for Deborah Sakonyi through October 25, 2018.

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

4. Motion to approve updated job description of Children's Department Supervisor including job title change to Youth Services Librarian Supervisor which corresponds with current pay scale. (draft enclosed)
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  
5. Motion to approve updated job description of Adult Public Services Assistant including job title change to Head Adult Public Services Assistant which corresponds with current pay scale. (draft enclosed)
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  
6. Motion to approve updated job description of Flex-time Adult Public Service Aide and Circulation Clerk including job title change to Adult Public Services Assistant which corresponds with current pay scale. (draft enclosed)
  1. \_\_\_\_\_
  2. \_\_\_\_\_

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

**The next regular Board meeting is scheduled for 5:30 P.M. on  
Monday, November 12, 2018.**