

Library Board of Trustees
June 9, 2011 7:00 PM

Acting President Carol Keeley called the meeting to order at 7:00 P.M. Newly appointed Board Member Katherine Kreher was then sworn in.

PRESENT:	Carol Keeley	ABSENT:	Rhonda Ross
	Phil Silsby		
	Joseph McDonnell		
	Mary Stiehl		
	Mary Smith		
	Roger Wigginton		
	Katherine Kreher		

Jo Ann Rushing and Gail Eisenhart were also present.

PUBLIC COMMENTS: None

MINUTES: Joseph McDonnell moved to accept the May 2011 Minutes as read. Phil Silsby seconded the motion. Minutes were approved.

POLICY: The *Meeting Room Policy* and *Service to Patrons with Disabilities* policy were reviewed and accepted without change.

PERSONNEL/LEGAL:

- Jo Ann Rushing was introduced as a candidate for Interim Library Director. A motion was made by Katherine Kreher and seconded by Mary Smith to adjourn into Executive Session for further discussion at 7:03 p.m. Motion carried.
- Executive Session ended and the Board Meeting continued at 7:35 p.m. at which time Joseph McDonnell addressed the Board. Mr. McDonnell expressed satisfaction that the candidate fully met the abilities required for the position. Hours of work and salary were outlined. A motion was made by Mary Smith and seconded by Mary Stiehl to offer the position to Ms. Rushing. Roll was called and motion carried.
- The Board tendered an offer of temporary employment to Ms. Rushing which was accepted. A memorandum of agreement will be drawn up to solidify the offer and Ms. Rushing is expected to begin work on Monday, June 13, 2011 and remain on the job no later than September 30, 2011.
- The Search Committee for a new permanent Director was tasked with producing a suitable job advertisement for the Director position. The job description for the permanent Library Director was discussed. It was agreed that this document should be updated. Mary Smith then noted several library websites where the job could be posted after update is complete. Joseph McDonnell made a motion to task the Search Committee with updating the Job Description, gaining all approvals necessary and then posting it on the websites provided by Ms. Smith. Roger Wigginton seconded the motion. Motion carried.

PROPERTY, EQUIPMENT AND BOOKS:

- Jamie Doyle will be invited to the next Board meeting to discuss PC Management software that is being considered for installation.

FINANCE:

- Motion was made by Phillip Silsby and seconded by Joseph McDonnell to approve Claims in the amount of \$34,032.75; prepaid claims in the amount of \$16,699.04 and Petty Cash in the amount of \$226.89. Roll was called and claims were approved for payment.

FUNDRAISING/FOUNDATION/MARKETING:

- Foundation meeting was canceled.
- A letter thanking the Friends of the Belleville Public Library for this consistent help and service to library patrons was signed and mailed.

UNFINISHED BUSINESS:

- The remaining vacancy on the Library Board of Directors will be filled in July with the appointment of Mr. Andrew Gaa.

NEW BUSINESS:

- A Slate of Officers for the new fiscal year was presented to the Board. The following were nominated: Carol Keeley, President; Mary Smith, Vice President; and Mary Stiehl, Secretary-Treasurer. The slate was accepted, roll called and a vote taken. The above named members were then installed as Officers for the Library Board of Trustees for the fiscal year 2012.
- Because of financial constraints, it was decided to postpone any action on new library stationary.
- The 175th anniversary of the founding of the Belleville Public Library was discussed. Several ideas for promoting and marketing the celebration of this milestone were discussed. Jo Ann Rushing will follow through to make this a duly noted occasion and will report progress to the Board at the next meeting.

Motion to adjourn was made by Joseph McDonnell and seconded by Mary Smith. Motion carried and meeting adjourned at 8:35 p.m. The next board meeting of the Belleville Public Library will be held on Thursday, July 14, 2011 at the West Branch Library.

Respectfully submitted,
Gail Eisenhart