

Garrett Public Library
BOARD OF TRUSTEES MINUTES
April 9, 2019

- I.** The meeting of the Garrett Public Library Board of Trustees was called to order by President Todd Miller at 6:32 p.m. Others in attendance were Todd Custer, Kimberly Steinke, Tonya Weaver, and Executive Director, Nick Stephan. Kerry Baumgartner and Amy Demske were absent.
- II. Secretary's Report**
With a motion by Todd Custer, second by Todd Miller, and vote taken, the minutes from the March 12, 2019 board meeting were unanimously approved.
- III. Financial Report**
The Register of Claims and Financial Reports were reviewed and discussed. With a motion by Tonya Weaver, second by Todd Miller, and vote taken, the Register of Claims was unanimously approved.
- IV. Director's Report**
- A. Executive Director, Nick Stephan, shared an article from the Library Journal with the Board. Discussion occurred around library services and national trends related to library check-outs.
 - B. Executive Director, Nick Stephan, shared the Garrett Public Library monthly statistics report from March 2019. Nick noted highlights from the circulation data. Programming data was also reviewed.
 - C. Nick Stephan shared the monthly staff reports. He began with his activities and discussed the open library positions. The staff members have been engaged in activities benefitting our patrons and the community overall.
 - D. Nick Stephan discussed the needs for the library assistant position currently unfilled.
 - E. Nick Stephan shared that he is still seeking information about lighting for the parking lot. He will provide the Board with additional information and quotes in May.
 - F. Director Stephan shared a sample evaluation for the Library Director. Each board member will review the sample provided and provide any suggestion modifications to President Miller by the May meeting.
 - G. Nick Stephan reviewed proposed modifications to the camera surveillance policy. President Todd Miller presented a resolution to modify the camera

surveillance policy as presented. With a motion by Todd Miller, second by Kimberly Steinke, and vote taken, the resolution was unanimously approved.

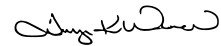
- H. Nick Stephan reviewed proposed modifications to the photography and video policy. President Todd Miller presented the resolution to modify the photography and video policy. With a motion by Kimberly Steinke, second by Tonya Weaver, and vote taken, the resolution was unanimously approved.
- I. Nick Stephan discussed options regarding awarding personal time off related to full time status or part time status.

V. Other Business

- A. Nick Stephan shared the board matrix. He noted gap areas we should consider for our open seat. Todd Miller provided a suggestion on an individual to fill the board seat.

The meeting adjourned at 7:45 p.m.

The next regular board meeting will be May 14, 2019 at 6:30 p.m.



Tonya Weaver, Secretary