

VILNA LIBRARY BOARD MEETING MINUTES

September 20, 2018

1. Call to order (At 7:45 pm) by Marion Vinette
 - 1.1. In Attendance: Don Romanko, Loni Leslie, Marion Vinette, Jet Todd, Ron Farmer
 - 1.2. Absent with Regrets:
 - 1.3. Approval of Agenda

Motion to accept the Agenda by Don Romanko **CARRIED**
2. Approval of Previous Minutes of May 24th, 2018 Board Meeting
Motion to accept the May 24 2018 minutes by Ron Farmer **CARRIED**
3. Reports
 - 3.1. Library Manager Report
Motion to accept the Manager's Report by Jet **CARRIED**
 - 3.2. Treasurer's Report as presented
Motion to accept the Treasurer's report by Loni **CARRIED**
4. Correspondence
 - 4.1. Nothing to report
5. Old Business
 - 5.1. Policy & Procedures Update
Policy & Procedures Manual has been updated as of June 7th 2018 for typos and formatting. No other changes since the January 2018 update.
Motion to accept the updates by Jet **CARRIED**
 - 5.2. By Laws Update
The By Laws are completed. We need to have the signatures and dates added.
Motion to defer the bylaw update review to next meeting by Don Romanko **CARRIED**
 - 5.3. Plan of Service Update
Julie has started working on the Plan of Service document to improve it. The previous version was sent to PLSB last year, so it is still good for another 4 years, but could use tweaking. Will present once complete.
 - 5.4. New Horizons Grant Update
This grant needs to be completed and submitted by the Board asap as it was due back in March 2018. See sent form attachment and sign/complete the highlighted missing information. Julie can scan and send back on her return to office Tuesday.
Motion to assign completion to Jet and Julie and to be completed by October 30, 2018 by Loni **CARRIED**
 - 5.5. FCSS Update
Our programs and budget request have been submitted to the Village. We have not received the funding yet. There is a review approaching for the 2017 programs as well with Connor who oversees the programming for our region. No 2017 funds were released either as of yet.

5.6. Invoice from Learning Council for Fall ad to be paid.

5.7.

6. New Business

6.1. Goodfish MOU (Memorandum of Understanding)

The MOU needs to be completed and signed by the Board. From there, Julie will meet with CJ from NLLS to begin service for Goodfish. See form for completion.

Leave on Julie's desk - will scan and email back to CJ.

Motion to accept MOU as updated by Don

CARRIED

6.2. Expenses for approval from Julie

See submitted expense sheet. Supplies were for the SRP reading program, a box of 24lbs paper for our brochures or posters and some book repair supplies.

Motion to accept reimbursement of \$303.12 by Ron

CARRIED

6.3. Supplies Request for approval from Julie

Need to order a set of ink cartridges and new maintenance box for the Epson printer. This would come to approximately \$105.67 + taxes & shipping. Also need a few empty dvd cases for replacing those that are broken or too damaged to be circulated. Would come to approx. \$20.

Motion to approve order of supplies by Loni

CARRIED

6.4. Request to purchase headsets from Julie

The children can get a little loud when using the computers at the library. Headsets available for loan would be good to have. \$20-\$25 per headset would be ok.

Motion to approve headsets' purchase by Jet for 6 headsets

CARRIED

6.5. Village of Vilna Wage Repayment

We need to look at refunding some of the wages back to the village as no payments have been made in a long time.

Motion to defer to next meeting by Jet

CARRIED

6.6. Vilna Library 2019 Budget

We need to start working on the 2019 budget as it will need to be submitted to the Village and the County by December 31, 2018.

Motion to assign budget preparation to Ron and to be submitted for review by November, 2018 by Don

CARRIED

6.7. Vote for a Chair and Treasurer.

Ron nominated Marion as Chair.

CARRIED

Jet nominated Loni as Treasurer.

CARRIED

7. Next meeting date Thursday, October 11, 2018 at 7:30 pm
Motion to accept October 11, 2018 as next meeting by

CARRIED

8. Adjournment by Marion Vinette at 9:05 pm