

**PERRY COOK MEMORIAL LIBRARY**  
**Board of Trustees**

**Date: November 12, 2019**

Library Director\_\_x\_ Patricia Dollisch: Fiscal Officer\_\_x\_ Kile Byington: Pres.\_\_x\_ Dave Oates: V. Pres.\_\_x\_ Deb Statler: Sec.\_\_x\_ Chris Coe: Members:\_\_x\_ Tim Eichorn: \_x Amanda Young:\_x Mary Roush

**Minutes:**

Dave called the meeting to order. All board members, the director, and the fiscal officer were present. Minutes of the October 8, 2019, meeting were read. Amanda moved to accept them as read. Deb seconded it. All agreed.

**Patricia:**

The front door of the library was broken during the wind storm on October 31st. Repairs will cost \$323.00.

Patricia is still looking for someone to plow snow in the winter. Notices of closing the library due to weather conditions will be posted on the WMFD website.

Dynamic Networks will be doing the Windows 10 upgrades soon as possible in January.

Patricia watched an E-rate webinar with OPLIN and will be exploring possibilities for securing funding for new equipment in the coming year.

The holiday library dinner will be December 10, 2019, at 6:00p.m.

Patricia attended a Virtual Reality (VR) demonstration at the SEO Support Center in Caldwell, Ohio, and was very pleased with her experience. In order to bring it to PCML, state funding will need to be obtained.

Patricia is working on using white space to provide Wi-Fi for our community. Wi-Fi would be available to all within a 10 mile radius of the library.

Thirty-six people have completed the library survey so far.

One application has been received for the library board trustee opening.

**Kile:**

The fiscal month ending October 31, 2019, has been reconciled.

Kile is continuing to investigate outsourcing payroll for all employees and changing to a bi-weekly pay period instead of once monthly. The cost will be less than \$100/month. The board approved the plan to outsource payroll. Kile will have a bi-weekly pay schedule prepared for the December board meeting.

Kile presented a draft of the 2020 Revenue and Appropriations Budget. She explained her itemized budget and how she arrived at each item including appropriations to cover possible emergency expenditures. Kile will make adjustments and present the final version in December.

The auditors from BHM have picked up all needed documents to conduct the biennial audit.

Tim moved to pay bills and accept the financial report. Amanda seconded it. All agreed.

**Old Business:**

Kile presented an additional pay scale scenario for the board to consider. There were three (3) options total. Amanda moved to accept option 2 for the new pay scale to take effect in January 2020. Deb seconded it. All agreed.

Amanda moved to accept the Consent Resolutions. Deb seconded it. All agreed.

Tim moved to adjourn. Mary seconded it. All agreed. Meeting adjourned.

President: \_\_\_\_\_

Secretary: \_\_\_\_\_