

## Crawford County Public Library Board Minutes

November 26, 2019

Meeting was called to order by President Angela Crecelius. Members present were Donna Smith, Cathy Bean, Kim Smith, Gene Mattingly and Emily Siler. Library Director Tracy Underhill and Hillary Campbell were also present.

Kim made a motion to approve the October minutes as written. Cathy seconded. Motion passed 6-0.

### Financial Reports and Claims

Donna made a motion to approve the Financial Reports and Claims for November as prepared by Hillary. Gene seconded. Motion passed 6-0.

### Old Business

None

### New Business

2020 Salary Ordinances. The Director recommended keeping salaries, except for the Janitor position, the same as 2019. She recommended raising the pay for Janitor position from \$8.25 to \$8.50 per hour. Emily made a motion to pay the Janitor at the rate of \$8.50 per hour and leave all other salaries at their current rate for 2020. Cathy seconded. Motion passed 6-0.

Contract with Campbell Financial Services. Emily made a motion to accept the contract with Campbell Financial Services at a cost of \$450 per month. Kim seconded. Motion passed 6-0.

Staff Stipends. The board discussed giving the staff stipends in December, as they have done for the past several years. Kim made a motion for the stipends to be 50 cents per hour worked during the 2019 for the staff currently on the payroll and 60 cents per hour for the Library Director. Cathy seconded. Motion passed 6-0.

Financial provisions for the remainder of the year. Due to the board's decision to not have a meeting in December, Emily made a motion to give the Director and Hillary permission to pay bills and make any transfers, if needed, during December and January. Cathy seconded. Motion passed 6-0.

Snow Removal Contract. Tracy informed the board that Darren Ballard had provided a bid of \$85 per snow removal. The board requested she contact Mark Rahman about providing a bid for the work, as he did the snow removal this past winter. The board authorized the Director to make a decision about who is to do the work.

Internal Controls and Accounting Procedures. Gene made a motion to approve the Internal Controls and Accounting Procedures, as prepared by the Director. Kim seconded. Motion passed 6-0.

2020 Holiday Closures. Kim made a motion to approve the 2020 Holiday Closure list prepared by Tracy. Emily seconded. Motion passed 6-0.

Gene made a motion to adjourn the meeting. Donna seconded. Motion passed 6-0.