

Gas City-Mill Township Public Library
Minutes of the Board of Directors Meeting
Held on February 18, 2020

Call to Order:

The Gas City-Mill Township Public Library Board was called to order on February 18, 2020 at 6:30 pm by President Carolyn Gaskin in the library meeting room. In attendance were President Carolyn Gaskin, Vice President Teresa Fratus, Treasurer April Dickey, Secretary Theresa Leffler, Member Tim Luckey, Member Mary Stultz, and Business Manager Jennifer Vermilion. Absent were Member Lucas Moon and Director Jessi Brown.

Minutes:

The minutes of the January 21, 2020 Board of Directors meeting, Board of Finance meeting, and Emergency Special meeting were approved on a motion by T. Fratus and a second by M. Stultz. The motion was unanimously approved.

Reading of the Treasurer's Report:

A. Dickey presented the treasurer's report. See attached.

Approval of the Bills:

Claims numbering 1-39 were presented for approval. On a motion by A. Dickey and a second by T. Fratus the claims were unanimously approved.

Report of the Librarian:

Business Manager Jennifer Vermilion presented the librarian's report. See attached.

Committee Reports:

- a. Benefits Committee. A. Dickey, T. Fratus, and C. Gaskin met about J. Vermilion taking on director responsibilities while J. Brown is out and what the compensation will be.

Communications:

No communications were heard.

Unfinished Business:

- a. Internal Controls Approval. The Internal Control Standards were presented. A motion to accept the standards with discussed changes was made by T. Fratus and a second by T. Leffler. The motion was unanimously approved. J. Vermilion will email revised copy to all.
- b. Building Update

- i. Furnace. Furnace was replaced in lower level.

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- ii. Doors. Locks were changed on all doors.
- iii. Security Cameras. Cameras have been ordered and are to be installed February 24-27, 2020.

- c. Other. None.

New Business:

- a. Non-Resident Fee Resolution. See attached.

b. Salary Schedule Revision. A motion to accept the revision with J. Vermilion's pay increase during temporary director responsibilities was approved on a motion by M. Stultz and a second by A. Dickey. The motion was unanimously approved.

- c. Board Bylaws (Review for approval next month)

- d. Policy Update.

i. Security System Policy. A motion to accept the policy as written with corrected grammatical errors was approved on a motion by T. Fratus and a second by T. Luckey. The motion was unanimously approved.

- e. Other. None.

Public Input:

No members of the public gave input.

Adjournment:

On a motion by C. Gaskin, the meeting was adjourned at 7:48 pm.




