

**Russell County Public Library**

**Board of Trustees Meeting**

July 16, 2024, 5pm

Lebanon Public Library

**Members Present:** Kim Fife, Karen Davis, Susan Breeding, Bob Breimann, Judy Ashbrook, Sharon Sargent, Ann Monk, Sherry Lyttle, Sharon Van Dyke

**Members Absent:** n/a

**Call to Orders:** Chair Karen Davis called to order meeting July 16<sup>th</sup> at 5pm

**Approval of Agenda:** Motion to approve Agenda by Bob Breimann and seconded by Susan Breeding. Motion passed

**Approval of Minutes:** Motion to approve Outline Minutes by Sharon Van Dyke and 2<sup>nd</sup> by Ann Monk

**Financial Report:** Director presented bills for Board approval/submission to County for payment.

1. Review Alert 360, discussion to remove the service.
2. Open Time Clock discussion to remove the service and revert to paper records
3. Motion to approve bills but Alert 360 by Judy Ashbrook. Seconded: Sharon Sargent. Motion approved.

**Staff Reports:**

1. Director met with Honaker Town Council.
2. Decluttered the Lebanon Library facility.
3. Reviewed Summer Reading Program and other programs.
4. Traveling exhibit, will need to confirm the insurance coverage.
5. Review of Activity Report and Summer Reading.

**Unfinished Business:** Director went over updates on repair list.

**Tabled Business:** N/A

**New Business:**

Director discussed:

1. Overnight Parking Policy. Motion to table approved.
2. Facility Usages. Review of Meeting Room Policy at next meeting.
3. Traveling Exhibition. More promotion on this.
4. Library Card Applications. Review of other library applications. Director recommends to use paper/record maintenance. Motion approved to table until September meeting.
5. Friends of the Library. Separate entity from Library. Review of structure
6. Budget. Review of 2024/2025 Budget
7. Employee Policies and Organization Chart

Motion to go into Executive Session to discuss personal matters: Kim Fife, Seconded: Bob Breimann

Motion to exit Executive Session: Bob Breimann, Seconded: Susan Breeding

**Next Meeting Date:** August 20, 2024

**Adjournment:** Motion to adjourn: Sherry Lyttle, Seconded: Kim Fife. Motion approved. The Russell County Public Library Board of Trustees meeting ended at 7:57pm.