

The Williamsburg Library Board of Trustees met on Monday, January 13, 2020. Trustees present were Heitmann, Von Stein, Carr, White, Hovick, Perring and Clapp. Also present was Randall Schroeder, library director.

Meeting called to order by President White.

Motion by Clapp, seconded by Carr to approve agenda. Motion carried.

Motion by Von Stein, seconded by Clapp to approve minutes. Motion carried.

Motion by Hovick, seconded by Clapp to approve bills. Motion carried,

President White reported that Trustee Gavin has resigned from the board for personal reasons.

Director's report:

- A. Received funds in the amount of \$3,000 from the Flame Fund.
- B. There is still a lack of progress with Windstream. A meeting will be held with Access Systems and Windstream.
- C. The memorials on Ken Engel and Thomas Claypool are moving forward. A cabinet has been ordered through Uhlmann Furniture.
- D. A memorial for Corrine Tandy in the amount of \$100 was received.

New business:

- A. Discussion was held on the fiscal year budget. Motion by Clapp, seconded by Von Stein to approve the proposed budget for submission to the city council. Motion carried.
- B. Discussion was held on vacation accrual. Motion by Von Stein, seconded by Clapp to approve the method of accrual on vacation time. Motion carried.
- C. Discussion held on adding wording re part time employees on a proration of vacation according to number of hours. Motion carried on the amended policy.
- D. Discussion on elimination of fines for children's books effective July 1 2020. Motion by Von Stein seconded by Clapp to approve elimination of fines on children's books effective July 1, 2020 contingent on city budgeting an additional \$750 as part of the library budget to cover the amount of money normally received from children's book fines. Motion carried.
- E. Janitor contracts – tabled to next month.
- F. The master gardeners have agreed to help with the flowerbeds.
- G. An ancestry program will be canceled next year.

There being no further business, meeting was adjourned.

Kathryn Heitmann, Secretary