

**MAMAKATING LIBRARY  
BOARD of TRUSTEES MEETING  
March 6, 2019**

1. **PRESENT:** Trustees, Patti Andersen, Jeanne Roosa, Janine Roosa, Jennifer Holmes, Jay Egan, and Director Peggy Johansen

**ABSENT:** Mildred Melchionne, Barbara Semonite

The meeting was called to order 6:30 pm.

**Public Member:** No public member present

2. **AGENDA:** Motion to adopt as amended the March's agenda made by Jeanne Roosa, seconded by Janine Roosa. All in favor, motion carried.
3. **MINUTES:** Motion to accept the minutes for February and February 22, 2019 Special Meeting made by Jeanne Roosa seconded by Jay Egan. All in favor, motion carried.

4. **FINANCE REPORT:**

Trustees Egan's report on the finances was distributed. Motion to accept the Finance Report made by Jeanne Roosa seconded by Patti Andersen. All in favor, motion carried.

Motion made to approve abstract of vouchers for January made by Jeanne Roosa seconded by Jay Egan. All in favor, motion carried.

5. **DIRECTOR'S REPORT:**

Director Peggy Johansen's comprehensive report was distributed. See attached.

6. **OLD BUSINESS:**

Unattended Children Policy –Director Peggy Johansen's policy was revised as follows “2. All children 7 years of age and younger must be attended to and supervised by an adult caregiver or a parent-approved caregiver, age 14 or older, at all times.” and “Children ages 8 and up may remain in the library without adult supervision, If a child is not adhering to all library rules, he/she may be asked to leave by a library staff member.” Motion made to accept the revised made by Jeanne Roosa, seconded by Jay Egan. All in favor, motion carried.

Conflict of Interest Policy – The proposed Annual conflict of Interest Disclosure Form was revised as follows “I have the following conflict of interest to report (please specify conflicting nonprofit and for-profit boards you and your spouse sit on, any for-profit businesses for which you or an immediate family

member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):” Motion made to accept the revised made by Jeanne Roosa, seconded by Jennifer Holmes. All in favor, motion carried.

Open Meeting Policy – Motion made to approve the policy by Jennifer Holmes, seconded by Jeanne Roosa. All in favor, motion carried.

## **7. NEW BUSINESS:**

Anthony Nittoli – Discussed adding sound panels to the community room to improve acoustic performance as a Friends of the library project. Motion made by Janine Roosa, seconded by Jay Egan to recommend to the Friends to install the pre-manufactured 24” x 48” panels colored to match the ceiling with brackets, two rows of six panels, one row between each set of light fixtures. All in favor, motion carried.

Budget Committee – Discussed 2019 committee, Director Peggy Johansen, Jay Egan, and Jennifer Holmes will be on the committee. Will schedule a meeting in early May.

Personnel Manual – Motion made to revise Section C.1.D.3 of the Personnel Manual to read “Competitive Civil Service employees will be paid for their normally scheduled work hours. Other employees will be given the opportunity to make up the hours at a later date.” By Janine Roosa, seconded by Jay Egan. All in favor, motion carried.\

Check Signers – Motion to add Patricia Andersen and remove Barbara Semonite from Jeff Bank checking and savings accounts made by Jennifer Holmes, seconded by Janine Roosa. All in favor, motion carried.

Checking Account Access - Tabled

## **PRIVILEGE of the FLOOR: No public member present.**

Motion made to adjourn by Janine Roosa seconded by Jay Egan. All in favor; motion carried. Meeting adjourned at 8:15 pm.

Respectfully submitted,

*Jennifer Holmes*

Jennifer Holmes  
Trustee