

**MINUTES OF THE FOSSIL RIDGE PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING**

May 23, 2016

**CALL BOARD OF TRUSTEES MEETING TO ORDER**

Board President Sandra Bauter called the regular monthly meeting of the Fossil Ridge Public Library District Board of Trustees to order at 6:30 p.m.

The Pledge of Allegiance was recited by all.

**ROLL CALL**

Recording Secretary called the roll.

Trustees Present: Dee deGroh, Leone Heberer, Teri Jones, Michael Lamb, Jon Michael McCain, and Sandra Bauter. Trustees Absent: Araceli Sharper. Staff Present: Richard Ashley: Library Director and Monica Zippel: Recording Secretary.

**CORRECTIONS TO AGENDA** None.

**CONSENT AGENDA**

1. Board Minutes – April 18, 2016.
2. Special Meeting Minutes – May 2, 2016.
3. Payment of Bills.

Motion by Lamb and seconded by deGroh to accept items on Consent Agenda. Motion carried by roll call vote. Ayes: deGroh, Heberer, Jones, Lamb, McCain, and Bauter. Nays: None. Absent: Sharper.

**CORRESPONDENCE, COMMUNICATION & PUBLIC COMMENTS**

President Bauter read a letter from a previous patron reminiscing of some fond memories of programs at the library.

**TREASURER'S REPORT**

1. Treasurer Jones presented a written treasurer's report (attached). The report will be filed.

**DIRECTOR'S REPORT**

1. Director Ashley presented a written director's report (attached). The report will be filed.

**UNFINISHED BUSINESS**

1. Choose Well-Field Bid.

There is a Special Board Meeting scheduled for Tuesday, May 31, 2016 at 6:30 p.m. to discuss and choose the Well-Field Bid.

2. Director Evaluation Procedure.

President Bauter is preparing a Director Evaluation Form for the May 31, 2016 meeting. Board Members were asked to complete the form and submit it in a sealed envelope addressed to President Bauter by June 14, 2016.

**NEW BUSINESS**

1. TIPS Interlocal Agreement.

Motion by Jones and seconded by McCain to accept the TIPS Interlocal Agreement. Motion carried by roll call vote. Ayes: deGroh, Heberer, Jones, Lamb, McCain, and Bauter. Nays: None. Absent: Sharper.

2. Close Petty Cash Checking Account.

Motion by deGroh and seconded by Heberer to close the Petty Cash Checking Account and keep \$500.00 Petty Cash Monies. Motion carried by roll call vote. Ayes: deGroh, Heberer, Jones, Lamb, McCain, and Bauter. Nays: None. Absent: Sharper.

- 3. Transfer \$2,016.48 from Special Reserve for Taxes.

Motion by Jones and seconded by McCain to transfer \$2,016.48 from Special Reserve for taxes. Motion carried by roll call vote. Ayes: deGroh, Heberer, Jones, Lamb, McCain, and Bauter. Nays: None. Absent: Sharper.

- 4. Roof Survey.

The library board members discussed the options for receiving estimates on a roof survey.

Motion by deGroh and seconded by Heberer to accept the proposal by Mac Brady Associates, Inc. to complete the roof survey. Motion carried by roll call vote. Ayes: deGroh, Heberer, Jones, Lamb, McCain, and Bauter. Nays: None. Absent: Sharper.

- 5. Disposal of Surplus Library Materials discussion will be held at a meeting at a later date.

**FRIEND'S REPORT** None.

**OTHER BUSINESS**

- 1. Director Evaluation.

- A. Board Members will receive Director Job Description, Evaluation Form, Library Accomplishments, FY2016 Goals and FY2017 Goals by May 31, 2016.
- B. Board Members will return Evaluation Form in sealed envelope addressed to President Bauter by June 14, 2016.
- C. Board Members will discuss Evaluation in closed session at June 27, 2016 meeting.

**ANNOUNCEMENTS**

- 1. Memorial Day, Library Closed - May 30, 2016.
- 2. A Special Board Meeting is scheduled for Tuesday, May 31, 2016 at 6:30 p.m.
- 3. Summer Reading begins – June 2, 2016.
- 4. The Regular Board Meeting is scheduled for Monday, June 27, 2016 at 6:30 p.m.

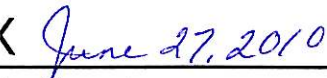
**ADJOURNMENT**

Board President Bauter adjourned the regular monthly meeting of the Fossil Ridge Public Library District Board of Trustees.

Meeting was adjourned at 7:19 p.m.

Recording Secretary – Monica Zippel

X   
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Mary "Dee" deGroh  
Secretary

X   
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Date of Approval