

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

**May 21, 2018**

**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 6:00 p.m.

The Pledge of Allegiance was recited by all.

**ROLL CALL**

Recording Secretary called the roll.

Trustees Present: Leone Heberer, Teri Jones, Michael Lamb, John Michael McCain, Danell Morrison and Sandra Bauter. Trustees Absent: Terri Downey. Staff Present: Richard Ashley: Library Director and Monica Zippel: Recording Secretary.

**CORRECTIONS TO AGENDA** None.

**CONSENT AGENDA**

1. Board Minutes March 19, 2018.
2. Payment of Bills.

Motion by Morrison seconded by McCain to accept the Consent Agenda. Motion carried by roll call vote. Ayes: Heberer, Jones, Lamb, McCain, Morrison and Bauter. Nays: None. Absent: Downey.

**CORRESPONDENCE, COMMUNICATION & PUBLIC COMMENTS** None.

**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.
2. Director Ashley received training and is now a NARCAN trained administrator.
3. The replacement doors will be installed in June.

**UNFINISHED BUSINESS** None.

**NEW BUSINESS**

1. Freedom of Information Act Organizational Chart was discussed and reviewed by the board members.

Motion by Jones seconded by Heberer to accept the Freedom of Information Act Organizational Chart 2018. Motion carried by roll call vote. Ayes: Heberer, Jones, Lamb, McCain, Morrison and Bauter. Nays: None. Absent: Downey.

2. Micro Pantry. Three gentlemen, Jeff Eberhard, Tim Blair, and Noah Blair provided a very informative presentation to the board of trustees regarding placing a Micro Pantry at the library. A detailed description of the Micro Pantry was discussed

covering such topics as engaging the community, creating an awareness of the need for the pantry and following the idea of "take what you need and give what you can."

Terri Downey joined the meeting at 6:46 p.m.

Motion by McCain seconded by Jones to accept the placement of the Micro Pantry project. Motion carried by roll call vote. Ayes: Downey, Heberer, Jones, Lamb, McCain, Morrison and Bauter. Nays: None. Absent: None.

- 3. Notary service. Tammy Smith presented information to the board regarding the Notary service and recent training that was received. A detailed discussion of the notary process was reviewed. Some topics discussed were notary journals, acknowledgement forms and thumbprints. Director Ashley will further investigate the legal responsibilities of the notaries.

**FRIEND'S REPORT**

- 1. Treasurer Jones reported that the Friends of the Library will be purchasing a replacement bench and a cabinet for the media room. The donated prizes from Trivia Night will be placed in a raffle basket for summer reading.

**OTHER BUSINESS** None.

**ANNOUNCEMENTS**

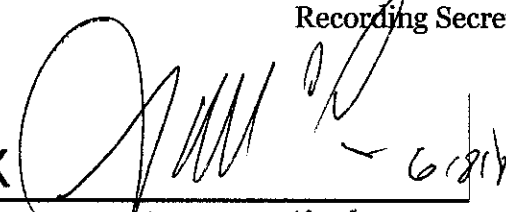
- 1. Staff In-Service will be held on Friday, May 25, 2018. The library will be closed.
- 2. Memorial Day will be Monday, May 28, 2018. The library will be closed.
- 3. Summer Reading begins Monday June 4, 2018.
- 4. Regular Board Meeting will be held on Monday, June 18, 2018, at 6:00 p.m.

**MOTION TO ADJOURN**

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

The meeting was adjourned at 7: 13 p.m.

Recording Secretary – Monica Zippel

X   
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~~Bennett Morrison~~ MIKE MCCAIN  
 Secretary

X 6-18-18  
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 Date of Approval