

Manchester District Library Meeting Minutes December 17th, 2018

- I. Call to order 7:02pm  
Attendance: Cook, Nelson, Layher, Seguin, Davis, Swanson  
Absent: none

- II. Approval of agenda Amended Date  
Move Cook, Seconded Swanson, All in Favor

- III. Approval of minutes -November 26, 2018  
Layher Moves, Cook Seconds, All in Favor

- IV. Correspondence

Letter from Pam Code, Risk Control Representative from Insurance Company  
No Major Areas of Concern in Risk Management  
Three minor suggestions.

- 1. Review Employee Policy Manual  
and Employment Practices every Other Year  
Legal Representation should be consulted
- 2. Privacy Policy offered for our consideration
- 3. Criminal Background Checks on New Hires

- V. Public Comment  
Prospective board member in attendance, no comment

- VI. Director's Report, Attached

- VII. Financial Report

- A) Pay bills Seguin Moves, Layher Seconds
  - a. All vote to pay the bills
- B) Amend budget
  - a. Adjust (Seguin Moves)
    - i. Income
      - 1. PPT Subtract \$4800
      - 2. State Aid Increase by \$662
      - 3. Accessory Income Increase \$30
      - 4. Interest Increase \$700
      - 5. Net Decrease of \$3,408
    - ii. Expense
      - 1. No Problems
      - 2. Subtract \$3,408 from Contingency Fund
  - b. Swanson Seconds
  - c. Vote: All vote to Amend Budget as Described

- VIII. Committee Report, None

- IX. Old Business, None

- X. New Business- Policy for Lock-in  
Ancestry Lock In Issues

Risk Assessor suggests we have folks sign a waiver when they stay in the library while it is closed. She offered a sample.  
We have had no issues yet.

Susan Layher and Fritz Swanson (Policy Comm) will confer via email  
Kathy will email Policy Comm the live document for amendment

- XI. Adjourn 7:33  
Seguin Moves, Layher Aeconds