

Jean Waterloo Public Library

Board Minutes

January 18, 2019

- I. **Call to Order:** The regular meeting of the Board of Trustees of the Jean Waterloo Public Library was called to order at 6:09 PM by Sterling.

Present: Phino DeLeon, Shirley Drake, Virginia Hofman, Gretchen Sterling, Sylvia Steward

Staff: Karen White-Owens

Absent:

- II. **Approval of the Agenda:** A motion was made by Drake, seconded by Steward to approve the agenda. Motion carried.

- III. **Public Comment:** None.

- IV. **Secretary's Report:** A error on the December minutes was found. Secretary will make correction and re-submit at February meeting.

- V. **Treasurer's Report:** Sterling reviewed a copy of the report with the board. A discrepancy in the payroll report was discovered. A review/audit will take place and the results will be presented at the February meeting. Going forward, a petty cash summary statement will be created and distributed moving forward. The report was received and filed. The December bills were reviewed and discussed. A motion was made by Drake, seconded by Steward to approve the payment of bills for December. Motion carried.

- VI. **New Business:**
 - a. **Trustee positions:** It was brought to the board's attention that Steward's trustee position had to be made official by the board. A motion was made by Drake, seconded by DeLeon for Steward to retain her trustee position. Motion carried.
 - b. **Candidates for Library Board:** White-Owens will set up interviews with the candidates that have expressed interest in joining the board.
 - c. **Audit:** Audit report was distributed to the board. The report was reviewed, discussed, and filed.

d. **Salary Increases:** Salary increases were tabled until the board has a more detailed report to review.

VII. **Next Meeting:** The next meeting is February 15th, 2019.

VIII. **Adjournment:** On a motion by Steward, seconded by Drake, the meeting adjourned at 7:03 PM

Submitted by:

A handwritten signature in cursive script that reads "Phino DeLeon". The signature is written in black ink and is positioned above the printed name.

Phino DeLeon, Secretary