

LIBRARY BOARD – MINUTES
March 7, 2016

Present: Lytle, Richards, Coan, Sobol, Machtan

Others present: Cox, Glaeser

Absent: Payne, Mandli

Library Board President Peter Sobol called the Library Board meeting to order at 5:15 p.m. at E.D. Locke Public Library, Room 103.

1. The February 1, 2016 Library Board minutes were approved with one change on **motion** by Richards, second by Coan and carried unanimously.
2. The February General Fund bills totaling \$15,392.73 were approved with one change. The invoice for fixing the parking lot lights was wrongly listed as Upstart. It should have been All Comfort. On **motion** by Machtan, second by Lytle and carried unanimously.
3. The 2015 Annual Report was approved on **motion** by Richards, Second by Machtan.
4. The Security Card/Key Fob Policy was approved with one change. Wording that would allow the Library Director to charge a staff member if a key is lost, the staff entrance needs to be rekeyed and new keys need to be issued.
5. The meeting was adjourned at 5:45 p.m. on **motion** by Machtan, second by Lytle and carried unanimously.

Respectfully submitted,
Heidi Cox, Library Director