**Paris Public Library**

**Board of Trustees**

**December 9, 2019**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:34 p.m. by President George Griffin. In attendance were Roxanne Michels, Evie Gill, Susan Punzelt, Janine Brann and Librarian Teresa Pennington. Absent was Bruce Young, Cherie Lehman, Richard Gross and Karen Earlywine.

**Minutes of Previous Meeting:** MOTION: Punzelt, second by Michels to approve minutes from November 11 and 21, 2019. Motion carried.

**Correspondence, communications and public comments:** None

**Committee Reports:**

**\*Finance:** The finance report was reviewed including an update for the LED sign fundraiser.

MOTION: Gill, second by Brann to accept finance report. Motion carried.

**\*Book:** None

**\*House:** The north door was sticking but is now working. Elevator repairs are complete.

**Librarian’s Report**: Usage was slightly down due to weather and the holiday. The Rec’s School’s Out program was presented at the Rec rather than the library. The weather affected the Nutrition & Wellness program attendance on the following day. The new laptop at the desk is up and running, however, a WIN10 update created some printing difficulties. Senior Bingo is bringing in new patrons to the library and growing in popularity. Thirty children and parents attended the Christmas Make & Take on November 27. Librarian Pennington completed 12 continuing education credits required for the Medical Library Association’s Consumer Health Information Specialization, Level 1. MOTION: Michels, second by Punzelt to approve statistics/librarians report. Motion carried.

\***Friends:** The Friends hosted Christmas at the Library with 100 in attendance.

**Old Business:** The trustees discussed the organizational management webinars as required for the Per Capita Grant.

**New Business:** The board reviewed and discussed the new drug free workplace policy which will go into force January 1. MOTION: Brann, second Gill to approve updated Drug-Free Workplace policy. Motion carried. MOTION: Punzelt, second Michels to approve meeting dates and holiday closings including Thanksgiving Friday for 2020. Motion carried. The new restroom signage will be in place soon.

**Miscellaneous:**  The library will close December 24 & 25; open 10 – 4 December 31 and closed January 1.

Meeting adjourned at 5:13p.m. Next meeting is Monday, January 13th, 2020.

Respectfully submitted,

Evie Gill, Secy.