

**ARKANSAS CITY PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**7:00 PM, Monday, June 13th, 2017**  
**Minutes**

**I. Roll Call**

Members present were Melissa Paton, Jerry Hooley, Blanche Schmidt, Mitch Reichle, Kayleigh Lawson, Marilyn Stout Mendy Pfannenstiel Arkansas City Public Library Director

**II. Approval of Minutes**

Blanche made a motion to approve the May minutes. Jerry seconded. Motion to accept the minutes passed.

**III. Reports**

**a. Director's Report**

\* Personnel: Grace Nightingale is the new Library Clerk and Candice humble is now a full-time employee

\*Budget: The initial 2018 Budget request for the City is being prepared.

\*Public Relations: ACPL's Facebook page has 1249 and two (2) emails were sent in April.

**b. Treasurer's Report**

Mitch presented the Treasurer's Report. Melissa made a motion to accept the report and Marilyn seconded. The motion to accept the Treasurer's Report passed.

**IV. Unfinished Business**

**A. Eby Construction-**

Eby Construction company came and took a look around at the windows and leaks. ACPL has not been contacted back regarding their inspection.

**V. New Business**

**A. Updated Personnel Policies - Action Item**

Policies included new descriptions of Part -Time Employees, Name Badges Policy, Health Insurance and Dental Insurance Coverage. New policy changes also included Merit Increases, FLSA Exemptions, Direct Deposit updated wordage and updated Paid Vacation Leave Policies. In the policy changes Official Library Holidays were reviewed, Library Closure Dates, Funeral and Bereavement Leave, as well as Sick Leave Payout updates.

Mitch made a motion to pass the updated Personnel Policies, Marilyn seconded and the motion passed.

**B. Bank Signatories - Discussion Item**

It was discussed to change the Bank Signatories to the current president.

**C. 2018 Preliminary Budget - Action Item**

Marilyn motion to accept the new preliminary 2018 Budget presented by Mendy. Mitch seconded. The motion passed to accept the preliminary 2018 Budget for the ACPL.

**7. Adjournment**

Marilyn made the motion to adjourn the meeting. Melissa seconded. Motion passed, and the meeting adjourned at 7:49 PM.