



**Lee County Libraries Board of Trustees**

**December 6<sup>th</sup>, 2017 Meeting Minutes**

- I) Call to Order: Chairwoman Dutton called the meeting to order at 5:32PM
- II) Roll Call
  - a) Library Trustees Present: Chairwoman Mary Dutton, Vice-Chairman Jeff Hockaday, Trustee Sue Porr, Trustee Cathy Griffith, Trustee Bill Tannenbaum
  - b) Library Trustees Absent: Trustee Bill Cline
  - c) Library Staff Present: Director Beth List
  - d) Others Present: NA

III) Public Comments: NA

IV) Adoption of Current Agenda

**MOTION: Vice-Chairman Hockaday motioned to adopt the agenda as presented for the December 6<sup>th</sup>, 2017 meeting. Seconded by Trustee Porr. Motion carried.**

*AYE: 5/5: Chairwoman Dutton, Vice-Chairman Hockaday, Trustee Porr, Trustee Griffith  
Trustee Tannenbaum*

*NAY: 0/0*

V) Approval of Previous Meeting Minutes as submitted:

**MOTION: Trustee Griffith motioned to approve the minutes of the November 1<sup>st</sup>, 2017 meeting as submitted. Seconded by Vice-Chairman Hockaday. Motion carried.**

*AYE: 5/5: Chairwoman Dutton, Vice-Chairman Hockaday, Trustee Porr, Trustee Griffith  
Trustee Tannenbaum*

*NAY: 0/0*

VI) Library Director Report (see attached)

- a) Safety Report (see attached )
- b) Friends Report (NA)

VII) Old Business

- a) Bylaws
  - i) The Board will revisit after the New Year.

VIII) New Business

- a) Circulation Desk - See Director's report
- b) Face-lifting the library



- i) Updates regarding painting the circulation desk wall, endcaps and the mural in the Book Sale Room. Luke Schenkel has offered to paint the mural.
- ii) The Tapestry hanging behind the desk will be relocated to the Children's Area. The Sanford Women's Needlepoint Guild will be removing the tapestry to clean and store it until its' new location is prepared.
- c) Christmas treats for the staff
  - i) Chairwoman Dutton suggested the board bring in treats for the staff. It was agreed to bring a dish to pass on Monday, December 18<sup>th</sup> by 11 am. Sue Porr will come in and set it up.
- d) County CIP
  - i) Discussion ensued regarding the potential options for Director List to submit to the County for the library to be included in the Capital Improvement Plan for 2018.

IX) Other Business

- a) Trustee recruitment
  - i) All trustees with expiring terms are encouraged to apply for reappointment before the deadline. More details will be given at the January meeting.
- b) Annual meeting
  - i) It was determined the annual meeting date should follow the fiscal year and will be discussed at the January meeting to determine the appropriate timeline. This will be reflected in the bylaws when they are presented to the Commissioners for revision.
- c) Important Dates:
  - i) The Libraries will be closed for the Christmas Holiday on Monday, December 25<sup>th</sup> through Wednesday, December 27<sup>th</sup>, 2017.
  - ii) The Library will be closed for the New Year Holiday on Monday, January 1<sup>st</sup>, 2018.
  - iii) The next Library Board Meeting is scheduled for Wednesday, January 3<sup>rd</sup>, 2018 at 5:30PM

X) Adjournment

**MOTION: Trustee Porr motioned to adjourn the meeting at 6:20PM. Seconded by Trustee Tannenbaum. Motion carried.**

*AYE: 5/5: Chairwoman Dutton, Vice-Chairman Hockaday, Trustee Porr, Trustee Griffith  
Trustee Tannenbaum*

*NAY: 0/0*

Respectfully submitted by: \_\_\_\_\_

Beth List, Library Director

Accepted and approved: \_\_\_\_\_

  
Mary Dutton, Chairwoman