

Weston County Library

Board of Trustees Minutes

October 24, 2014

The meeting was called to order by the Chair Karen Bowman at 11:28 a.m. followed by a moment of silence. Board members present were Karen Bowman, Jamie Gaughenbaugh, Patricia Morgan, Becky Todd, and Paul Holland. The Library Director Brenda Mahoney-Ayres and Upton Branch Manager Sherri Randall were also present.

Minutes: The minutes for September 23, 2014 were read. A couple of corrections were made. The November meeting date of the board is November 21st and spelling of Brenda's last name was corrected. Becky Todd made the motion to approve and Patricia Morgan seconded. The motion carried.

Treasurer's Report: The September expenditures were presented. A discussion of how to handle the petty cash that was stolen in 2008 and was discussed. The amount of the budget spent through August was 20.74%. Becky Todd made the motion to accept the treasurer's report. Patricia Morgan seconded. The motion was carried.

The Weston County Library Director presented a written report as did the Upton Branch manager and will be attached to the minutes.

Paul Holland reported that the Weston County Library Foundation held their meeting on October 14th. At that meeting they voted to spend \$5,000 for library materials for the libraries in Newcastle and Upton.

There was no old business.

New Business:

A draft of an Emergency Procedure Manual was presented. The proposed policy invoked much discussion. The lack of fire alarms within the building in Newcastle was mentioned. It was felt that there was a need to make the handling of events spell out priorities. The first priority being the safety of all involved. Another item lacking that might be helpful was an emergency radio. Brenda will contact the local Homeland Security for advice on the draft as suggested. It was the feeling of the board to wait until the next draft before a vote on first reading would take place.

Karen Bowman adjourned the meeting.

The next meeting will be Nov. 21, 2014.