

**Fraser Public Library**  
Board of Trustees  
Regular Meeting Minutes  
November 4th, 2019  
(Approved)

1. **Call to Order:** Vice-President Bullis calls the meeting to order @ 4:06pm
2. **Attendance:** Michael Wettstein, Molly Christiansen, Tina Bullis, Kathryn Parrott, Lorena McDowell-Director, Marlene Hoeft. Absent: Dana Usndek Public: Kyle Burley
3. **Approval of Minutes:** Member Hoeft makes a motion to accept the October 14th, 2019 Board Meeting Minutes with changes. Bullis seconds. Motion passes.
4. **Public Commentary:** None
5. **President's Report:** On behalf of the President, Director McDowell reports that a \$100 donation has been made to the library.
6. **Director's Report:** Director McDowell presents Statistics Report and Fund Report for October, noting that 31% of the budget has been used to date. Invoice from lighting company was presented to board for review and approval. Hoeft makes a motion to accept invoice from Nationwide Illumination in the amount of \$23,943.94 to replace fixtures and upgrade lighting with \$14,621.42 to be taken from the Library Trust Fund and the balance to be covered under the general Library Fund. Treasurer Wettstein seconds. All in favor. Motion carries. Purchase Agreement and Fiscal Agency Agreement still being discussed by the City of Fraser and attorneys from both the Library and the City. Job description for Library Director presented. New shelving planned to be installed during close between Christmas and New Year's.
7. **Treasurer's Report:** SLC retirement for Mike. Congrats!
8. **Secretary's Report:** None
9. **Committee/Communications Report:** None
10. **Old Business:** Hoeft reminded the board of the unfinished contract to be negotiated with Director McDowell. McDowell reports current part-time position has her working 29-31 hours/week. Hoeft makes a motion to approve raising hours per week worked up to 35 hours per week to gain full-time status in order to add full-time benefits to Director's position. Member Christiansen seconds. Motion carries.
11. **New Business:** New Library Board Officers discussed. Secretary Parrott makes a motion that the Board accept the following Officers positions beginning immediately:  
President: Marlene Hoeft  
Vice President: Michael Wettstein  
Secretary: TBD  
Treasurer: TBD  
Wettstein seconds. All in favor. Motion carries.

(OVER)

12. **Adjournment:** Bullis adjourns meeting at 4:41pm

**NEXT MEETING: MONDAY, JANUARY 13TH, 2020** (No Regular meeting for the month of December)

Respectfully,

Kathryn Parrott