

Minutes
Regular Meeting of the Seaford District Library Board of Commissioners
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Board President Virginia Hastings called the meeting to order at 6:19 p.m. Dr. Flechier, Treasurer; Ms. Covey, Secretary, Ms. Moore, VP were present and welcomed the newest appointment to the board Jose Santos.

Dr. Flechier made a motion to accept the agenda as presented. It was seconded by Ms. Moore. The motion was passed unanimously without objection.

There was no public comment offered.

Mr. Keiser presented his Director's report.

Mr. Keiser presented an update on the solar project. After bringing new members up to date on the progress and after discussion on additional legal cost and the numerous delays in approval, Ms. Moore made a motion to cancel the solar project and it was seconded by Dr. Flechier. The motion carried unanimously without objection.

Mr. Keiser presented the FY2020 budget that came out of the workshop of October 29th, 2019. Mr. Keiser went through every item in the budget and made changes as noted by the board members. Dr. Flechier made a motion to approve the budget as amended and Mr. Santos seconded the motion and the motion carried unanimously without objection.

Mr. Keiser presented the 2019 Draft Audit from BDO. It was noted that the library does not have \$350.00 in petty cash and that we would need to have a check issued to ensure that we have that in the future. Dr. Flechier made a motion to accept the audit with corrections. The motion was seconded by Ms. Covey and the motion was passed unanimously without objection.

Mr. Keiser present the Notary Policy recommendation to the board. After a discussion on language of passports, the policy was amended. Dr. Flechier made a motion to accept the policy, as amended. Mr. Santos seconded the motion and the motion carried without objection.

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Mr. Keiser made recommended changes to the personnel policy. After discussion, Ms. Moore made a motion to accept the changes as presented—allowing full time staff to carry accrued sick time over to the next calendar year totaling no more than 240 hours. Additionally, changing the definition of full time to 35 hours. Ms. Covey seconded the motion. The motion was passed unanimously without objection.

Dr. Flechier made a motion to move the money from the WSFS savings account to the WSFS checking account and to close the savings account. Ms. Covey seconded the motion and the motion carried unanimously without objection.

Ms. Moore made a motion to withdraw \$35,000 from the endowment fund and move it to the checking account to pay off outstanding FY2019 deficient and pay off the line of credit for the library's solar project. Ms. Covey seconded the motion. The motion carried and was passed unanimously without objection.

Ms. Covey made a motion that Mr. Keiser and Ms. Wackett may attend the Public Library Association meeting in Nashville, which they will pay for themselves and that they will not be charged vacation or sick time for attending this event. Mr. Santos seconded the amendment and the motion passed without objection. It was noted also that the library will be presenting at the MLA/DLA conference.

The board discussed having a fund-raising event on February 1 or 8th of this year. Mr. Keiser and Ms. Wackett will firm up dates and times and report back to the board.

Ms. Covey made a motion to adjourn at 7:44 p.m. Ms. Hastings seconded and the motion carried without objection.