

The Village of Phoenix Library District Monthly Meeting Minutes – 1/24/2018

Meeting Called to Order: 6:19PM

Roll Call: Trustee Dudley-Present: Trustee Loggins - Present: Trustee Proctor Harris - Present:
Trustee P Harris – Present: Trustee T. Harper – Present: L. Wells – Present: M. Mahaffey –
Present:

Moment of Silence: Trustee G. Dudley

Old Business:

Sexual Harassment ordinance

Travel Meal ordinance

The board reviewed the sexual harassment and travel ordinance and voted by roll call to establish the proposed ordinances.

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– All Yes

The Board's review of items 1 thru 6 and Per capita Grant:

1. Trustee Proctor-Harris and Director Annette will review chapter 12; "Safety", of Serving Our Public. The entire Board of Trustees reviewed and discussed chapter 12 and the checklist. We determine are in compliance with the checklist; however, the following will occur:

Add emergency exit floor plan diagram in the Boardroom.

The safety plans will be discussed with all work shifts employees

Additional collaborating will be established with the Police and Fire Departments to schedule knowledge sharing sessions. I.e. proper handling of fire extinguishers; reinforce knowledge of procedures for emergency plans

2. Library Bylaws – there has been some updates in the past 3 years to the Bylaws
3. Tracy Harper will be completing the Open Meeting Act electronic training within the next 60 days
4. Continuing Education – Trustee Proctor-Harris and Annette will partner to complete this section and send Trustee Wells the updated information

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5. Library Director Kaleena will work with Trustee Proctor-Harris and Angela at District to implement a plan for fiscal year 2018 to 2019
6. Planned use of Funds: Update technology, equipment and update safety infrastructure

Feedback from Bylaws review:

Library Operations procedures – Update (Operational hours changed)

Summary of Duties (Trustees) – Update May 2017 after the election

Order of Business is outlined within our meeting agenda

Updating Offsite disaster plans

Meeting adjourned: 7:50PM:

- **Next meeting: January 27, 2018**

Roll Call: Trustee Dudley: Trustee Loggins: Trustee Proctor-Harris: Trustee P Harris: Trustee T. Harper: Trustee L. Wells: Trustee M. Mahaffey

– Meeting adjourned.