

Board Meeting Agenda

Portage Public Library Board of Trustees Meeting

March 13th, 5:30PM

Location: 704 Main Street, Portage, PA 15946

I. Call to Order

- Welcome
- Roll call of members present

II. Approval of Previous Meeting Minutes

- Review and approval of minutes from the previous board meeting

III. Public Comments

- Opportunity for members of the public to address the board (3-5 minutes per speaker)

IV. Director's Report (Submitted prior to the meeting)

- Library programs and events update
- Facilities maintenance and improvements
- Outreach and community engagement activities
- *Discussion on Community Stem Café*

V. Treasurers Report

- Financial report and budget update

VI. Old Business

1. Motion to approve _____ to the Board of Directors
2. Motion to approve the Financial Procedures Policy as presented by the Library Director.
3. Motion to approve the Information Security Policy as presented by the Library Director.
4. Motion to approve the Security Camera Policy as presented by the Library Director.
5. Motion to approve the Behavior Policy as presented by the Library Director.
6. Motion to update the Staff Personnel Policy to include “Payroll is processed on the last business day of the month. Paychecks will be distributed no later than the 5th of the following month.” This change will be in effect for the April 2024 pay period.
7. Motion to update the Staff Personnel Policy to include “Vacation days are awarded to the Library Director after one year of satisfactory service with board approval. Vacation time will be one week in duration per year. At the conclusion of the calendar year, fifty percent of remaining vacation time can be carried over for a period of one year.”
8. Discussion on accounts with fines and charges as presented by the Library Director.

VII. New Business

1. Motion to approve the Library Director's request to contract with a plumber to fix a leaking valve for a value not exceeding _____.
2. Motion to approve the continuation of the Mobile Hotspot Lending Program once the Emergency Connectivity Funding ends.
3. Motion to alter April 1st operating hours due to staffing shortage.
4. Motion to approve request to replace plastic yellow chain with a metal chain around the empty lot for a value not exceeding _____

VIII. Committee Reports

- Reports from any board committees (e.g., finance, personnel, fundraising)

X. Board Member Comments

1. Retrieval of Library property from previous board member (All Board)
2. Summer Library Programs (Shelby)
3. Promotion of Library Events (Shelby)
4. Minecraft Education Program Inquiry (Shelby)
5. Children in the Library Policy Discussion (Rita)
6. Library Key Policy (Rita)
7. Library Empty Lot Update (Brian)

XI. Executive Session (if needed)

- Discussion of confidential or personnel matters (if required)

XII. Next Meeting Date and Adjournment

- April 10th, 5:30PM at the Portage Public Library
- Adjournment of the current meeting

Note: The agenda is subject to change, and additional items may be added at the discretion of the Board President or with the consent of the majority of board members. **Board members are encouraged to review relevant documents and reports before the meeting.**