

Board Meeting Agenda

Portage Public Library Board of Trustees Meeting

June 18th, 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

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)

V. Treasurers Report

VI. Old Business

VII. New Business

1. Motion to approve the hire of _____ as the Library Assistant for ____ hours at a rate of ____ per hour.
2. Motion to approve the hire of _____ as the Library Assistant for ____ hours at a rate of ____ per hour.
3. Motion to approve Shelby Smith as the Library Director for ____ public facing hours per week at the rate of _____.
4. Motion to approve the Document Retention Policy as presented by the Library Director.
5. Motion to update the operating hours starting Sept 1st when Library Assistants are fully trained or sooner if able:

Monday 11AM – 7PM (8 hours)

Tuesday 11AM – 7PM (8 hours)

Wednesday 10AM – 5PM (7 hours)

Thursday 11AM – 7PM (8 hours)

Friday 10AM – 5PM (7 hours)

Saturday 10AM – 5PM (7 hours)

Sunday Closed

This would have the library open for 45 hours making Portage Public library eligible for the Incentive for Excellence Aid.

VIII. Committee Reports

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

X. Board Member Comments

XI. Executive Session (if needed)

- Discussion of confidential or personnel matters (if required)

XII. Next Meeting Date and Adjournment

- July 9th, 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.**