

**Pettee Memorial Library
Board of Trustees Meeting
March 20, 2018 6 PM**

Present: Carolyn Palmer *chair*, Karina Martin, Louis Clark, *treasurer*, Amy Swanson, *secretary*, Jason Staloff, & Allison Maynard

Meeting called to order at 6:03 p.m.

Officially welcomed Jason to the board.

Added Bulletin Board Policy.

No public comments.

Election of officers: Carolyn nominates Amy Swanson, Louis seconds, for secretary. Carolyn nominates Louis Clark as treasurer, Karina seconds, Carolyn Palmer nominated by Louis as chair, Karina seconds. Meetings will continue on the second Tuesday of the month.

Secretary's Report: Approved January's report. Approved February's report.

Treasurer's report: Karina moved to accept report, Amy seconded and so moved.

Librarian's report: Incorporated herein by reference. Bulletin Board Policy, change - items *may* be removed after six months, instead of *will* be removed. Adopted Bulletin Board Use Policy. Meeting Room Policy adopted. Amended policy adopted with change - *an* to *and* in third paragraph.

Strategic Plan update

Sick Time Policy: Approved and adopted with minor edits, as written.

Carolyn moved to change appraisals to May/June.

Carolyn will attend Library Trustee annual meeting this year and may be joined by others

Meeting adjourned at 7:23.