Date: October 11, 2018
**Call to Order by Joey at 6:22 PM.**

Present: Andrea Jacoby, Alina Palis, Melissa Correia, Russ Harris, Deb Barry, Joey Nicosia, Lisa Burley, Tyler Kindron

Absent: Chris Mizro

**Public Comment:** None

**Secretary’s Report:**

Review of August minutes. Motion to approve made by Russ, Deb 2nd, passed unanimously.

Review of September minutes. Motion to approve made by Andrea, Russ 2nd, passed unanimously

**Treasurer’s Report:**

Review of abstract. Motion to approve abstracts made by Deb, Russ 2nd, passed unanimously.

**Director’s Report:**

\*Rummage sale postponed and rescheduled for the end of January

\*Review of programs/statistics

\*Facility-Bed bug problem is now under control thanks to Ehrlich Pest Control. We are following their suggestions for precautionary/future treatment.

**Committee Report:** No committees met

**Old Business:**

\*Financial Audit-Alina presented a draft version of a RFP for a financial audit. Due to the fact that we did not have a full meeting last month because of the bed bug issue, the board suggested changing the dates listed in the RFP for when the audit should take place (previously suggested November 10th-December 20th, switched to November 10th-January 15th), and the submission deadline (switched from February 20, 2019 to March 1, 2019). Alina will be sending the updated RFP out to 3-5 auditing firms. It was suggested that an audit committee be formed to oversee the whole audit process. Motion made by Andrea to create the committee to review the proposals, with the board empowering the committee to choose the best proposal once they come back in. 2nd to the motion was Tyler, the decision passed unanimously. The committee members will be Joey, Russ, Alina, Andrea, and Tyler.

**New Business**:

\*Bed Bug Policy-Lauren from PLS recommended implementing a policy on how to handle a bed bug infestation in the future. She sent Melissa a sample recommendation which we will review.

\*Thank you for Paul Cole-Paul very generously loaned us the use of one of his box trucks to store the items needing fumigation for bed bugs. The board would like to thank him for his very much needed support during this time.

\*Russ made a motion to approve all expenses in relation to the bed bug incident. 2nd made by Deb, approved unanimously.

\*Carpet cleaning-Motion to approve having the downstairs carpets cleaned made by Russ. 2nd made by Deb, approved unanimously

\*Purchase of Chairs-The existing computer chairs, with upholstery and mesh backs, present an attractive environment for bed bugs and need to be discarded. Melissa has a researched a few options for replacements. The board asked her to order one of the lowest cost chairs for now to test the quality/functionality of it, and we can decide at the next meeting if this is the one we want to order to replace the rest.

\*Treasurer Candidates-Alina will be resigning by year end from her position as treasurer. Melissa has asked the board to start brainstorming potential candidates to replace Alina. Melissa & Alina will put together a job description for the position.

\*Health Insurance Contribution-We currently only have two full time employees who purchase their coverage through the library. To offset the increase in premiums for the year, Melissa asked the board if the library would be willing to increase the employer portion of the benefit (we would still be about $3,000 under the budgeted amount for health care with the increase). Motion to approve the increase made by Russ. 2nd made by Andrea, approved unanimously.

\*Motion to approve the resignation of Lee Bastian made by Russ, 2nd Deb, passed unanimously.

Motion to adjourn is made by Deb, Russ 2nd, passed unanimously.

Meeting adjourned at 7:38. **Next meeting November 8, 2018 at 6:15 PM.**