

**Minutes for the Mason County Public Library Board of Trustees:**

**The Meeting was called to order at 4:18 PM on Tuesday, January 14<sup>th</sup>, 2020**

In attendance were: David Hord, Grant Felice, Mike Ravencraft, Kathleen Lofton, Ellen Cartmell, Jeff Pearson and Steve Parrott.

**Architect's Report:** Jeff Pearson

**Public Comments:** None

**Secretary's Report:** Minutes from the December 2019 meeting were read.

- Mike Ravencraft moved to approve the minutes and Grant Felice seconded the motion. The minutes were approved unanimously.
- Grant Felice moved to approve a Momentum Construction payment. Kathleen Lofton seconded and the motion carried.

**Treasurer's Report:**

- Kathleen Lofton moved to approve the November 2019 expenditures, and Ellen Cartmell seconded. Approved unanimously.
- Mike Ravencraft made a motion to approve the November 2019 financial report and Grant Felice seconded. Approved unanimously.

**Director's Report:** Director provided

**Regional Director's Report:** Director provided

**Committee Reports:**

**Personnel:** Christmas bonuses will be included as a part of the annual budget.

**Other** – Ellen Cartmell made a motion to approve an additional week of vacation time for the director and Grant Felice seconded. The motion was approved.

**Unfinished Business:** Hotspot lending will be suspended until further notice. Staff will research options and assess the previous program for future reinstatement.

**New Business:** A letter prepared and signed by the director will be provided to Judge Pfeffer regarding Mitsubishi Electric Foreign Trade Zone establishment. The Library will join an HR organization (ERA) to better handle human resources situations. The 2020-2022 Strategic Plan was completed and provided by the director.

**Adjournment:** Ellen Cartmell made a motion to adjourn and Kathleen Lofton seconded the motion. Meeting adjourned at 5:37 PM.

**Next Meeting:** Tuesday, February 11<sup>th</sup>, 2020, at 4:15 PM