

Minutes for the Mason County Public Library Board of Trustees:

The Meeting was called to order at 4:15 PM on Tuesday, July 14th, 2020.

In attendance were: David Hord, Grant Felice, Kathleen Lofton, Alexa Colemire and Mike Ravencraft. Ellen Cartmell was in attendance via speaker phone. Guest: Jeff Pearson.

Architect's Report: Jeff Pearson made a report on the progress of construction. Kathleen made a motion to approve pay request from Momentum, seconded by Mike and approved unanimously.

Public Comments:None

Secretary's Report: Minutes from the June 2020 meeting were read.

- Mike moved to approve the minutes from June and Grant seconded the motion. The minutes were approved unanimously.
- Grant moved to approve the corrected minutes from May and Mike seconded the motion. The minutes were approved unanimously.

Treasurer's Report:

- Grant moved to approve the June 2020 expenditures, and Kathleen seconded. Approved unanimously.
- Mike made a motion to approve the June 2020 financial report and Grant seconded. Approved unanimously.

Director's Report: Director provided

Regional Director's Report: Director provided

Committee Reports: None

Unfinished Business: Ritchie's Cleaning Services will be hired for cleaning the library. The cleaning schedule will be Monday, Wednesday and Friday at a rate of \$75.00 a day.

New Business:

- Alexa will work on policy concerning unused sick and vacation time to be brought before the board at the next meeting.
- Alexa will work on policy for insurance coverage concerning the employee's portion of dependents.

Adjournment: Mike Ravencraft made a motion to adjourn and Kathleen Lofton seconded the motion. Meeting adjourned at 5:21 PM.

Next Meeting: Tuesday, August 11th, 2020, at 4:15 PM