

ANNA PORTER PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
SEPTEMBER 13, 2022

Call to Order: 6:03pm

All Trustees are present along with Director and Regional Director

Motion to accept the previous minutes: by Karen Bentz 2nd by Sharon Mellor Accepted by board

Treasurer's report by Bill Mellor: all accounts have been reconciled with the exception of the Money Market account as he is waiting for the statement from the bank to arrive. APPL will be going to QB direct deposit and time as of October 1, 2022

Bill will be contacting a financial adviser to set up the employee simple IRA plan

Motion by Sharon Mellor for Director and Treasurer to revise Budget to reflect a more accurate accounting 2nd by Pam Papworth Accepted by board

Still waiting for final approval from the City of Gatlinburg regarding annual funding.

Motion by Karen Bentz to accept the Treasurer's report 2nd by Buie Hancock Accepted by board

Director's Report: Director has begun the process of review all current APPL policies and proposing changes if needed.

Motion by Deb Verant to accept the Computer Use Policy 2nd by Bill Mellor Accepted with revisions by board

Motion by Bill to accept the Hot Spot Policy 2nd by Buie Hancock Accepted by board Director will also look into adding 3 more hot spots to APPL collection.

Motion by Karen Bentz to accept the 3D Printing Policy 2nd by Buie Hancock Accepted by board

Regional Director's Report: Annual Trustee Meeting will be October 18, encouraged all trustees to attend. Updated the green sheet.

Discussion on Comp Time and Overtime: There will be no comp time for non exempt (hourly) employees. If an employee works over 40 hours in a 7 day week they will get overtime. Overtime will be limited to extreme emergency and must have prior approval from the Director. Director will keep track of employees exact time each day, any adjusting of posted schedule and any overtime will be recorded (with specific reason) and board will review this policy again at the November board meeting.

New Business: Pam Papworth will replace Sharon Mellor on Finance and Building committee. Karen Bentz will replace Sharon Mellor as chair of the Promotion & Public Relations committee

Motion by Buie Hancock to adjourn at 8:05pm 2nd by Bill Mellor Accepted by board

Next Meeting will be November 8, 2022