



## South Haven Memorial Library December 19, 2017 Minutes

**Members:**

Catherine Jarvie -President  
Lois Howard -Vice President  
Marilyn Bertorelli -Treasurer

Ida Sledge -Secretary (Absent)  
Robin McAlear -Trustee  
Jean Stein - Trustee  
Vikke Andersen - Trustee

Also Present: James France, Director

**Call to order:** The meeting was called to order by president, C. Jarvie at 7:07 p.m.

**Approval of minutes for November 14, 2017:** Motion for approval by L. Howard supported by J. Stein. Motion carried. A copy will be sent to city council.

**Approval of agenda for December 19, 2017:** Motion for approval by L. Howard supported by C. Jarvie. Motion carried.

**Public Comments:** None

**Treasurer's report:** Total income \$58,874.23, total expenses \$27,927.58 (**Nov. 2017**) Current budget amounts were reviewed. Vendors' bills totaled \$14,832.83 for the month. (Debit card \$227.42) Motion to pay vendor bills by L. Howard supported by C. Jarvie. Motion carried.

**Director's Report:** Jim updated the board on recent library activities, and upcoming events.

**Correspondence:** None

**Old Business:**

- ✓ *Vote on Employee Wage Range Proposal-* Motion carried.
- Discussion on contractor for interior design

**New Business:** Jim presented a proposed Sexual Harassment Policy.  
Interior Design Committee appointed, comprising of C. Jarvie, L. Howard, and J. France

**Board Comments:**

**Adjournment:** Motioned by C. Jarvie supported by R. McAlear to adjourn meeting. Meeting adjourned at 7:49 p.m.

**Next regular meeting: January 9, 2018**  
**Respectfully submitted,**  
**Vikke Andersen** (Standing in for Secretary)