

**Stewart Lang Memorial Library**  
**BOARD OF TRUSTEES**  
**June 3, 2019**

**In attendance:**

Caryl Kinney, Gayle James, Cathy Wood, Maryanne Adams, Jim Dillon, Kitty Hayes, Anne Baldwin, Patti Russo  
Absent: Monica Krupa

**Secretary's Report:**

The minutes from the May 6, 2019 meeting were reviewed.

Motion to accept: Jerry Hunter

Second: Kitty Hayes

Motion carried.

**Treasurer's Report:**

The reports from April and May 2019 were reviewed.

Motion to accept: Cathy Wood

Second: Jerry Hunter

Motion carried.

**Librarian's Report:**

Motion to accept: Caryl Kinney

Second: Maryanne Adams

Motion carried.

- Marge will be paid \$350.00 for mowing the Library's lawn last season. Ed Epphect will be paid \$35.00 per mow this season.
- A new ADOBE Reader will be purchased for the Library's computers.
- The Form 990 has been filed (an extension was granted as the due date for filing is April 15).
- The Internet Use Policy has been tabled to the July meeting. Gayle will contact FLLS for instruction on how the policy should be drafted.
- There was discussion regarding the newly formed Planning Committee with community members.
- Sexual Harassment training is in progress and must be completed by October 2019.

- Review of the Hiring Policy, Computer Usage Policy and Treasurer's Quarterly Reconciliation Report have been tabled to the July meeting.
- Heather Warren has offered to survey the Library's real property for free.

**Executive Session - personnel matter:**

Motion to accept: Jim Dillon  
Second: Cathy Wood  
Motion carried.

**Adjourn from Executive Session:**

Motion to accept: Jerry Hunter  
Second: Kitty Hayes  
Motion carried.

The next board meeting will be held on July 1, 2019.

The meeting was adjourned at 8:05 p.m.

**Adjournment:**

Motion to accept: Jerry Hunter  
Second: Kitty Hayes  
Motion carried.

Respectfully submitted,

Patricia Russo  
Secretary