

NSL Board of Trustees

Minutes for January 22, 2019 1800 at NSL

In attendance:

Board Members: Tim Ryan, Kay Kelley, John Ippolito, Morgan Barnes

NSL Staff: Tina Bailey

1. Call to Order
2. Approval of Agenda – Barnes Motion; Ippolito 2nd; Pass Unanimous
3. Approval of Prior Minutes – Barnes Motion approve as published; Ippolito 2nd; Pass Unanimous
4. Recognition of Guest: Mrs. Misty Blizzard
 - Reviewed the status of their account
 - Shared the history of why no exceptions to fees and penalties
 - Mrs. Blizzard wrote a check to clear the account and covered current year
5. Financial Report – Tina Bailey delivered the past quarter and current budget numbers
6. Library Reports - None
 - a. North Shelby
 - b. Mt Laurel
7. New Business - None
8. Old Business
 - a. Personnel Manual Review – under review and pending updates and changes
 - Change verbiage in Section 14-2.1a from “review annually” to “review every five years”
 - Update Business Manager job description to include “All personnel administrative matters except for hiring and firing of the library staff.”
 - b. IRS Form 990 filing status – Tina Bailey has accomplished this
 - c. Fiscal Year District Billings Review - completed
 - d. Fiscal Year Capital Budget Review - completed
 - e. Review Operating Budget –
 - Based on current revenues, current operating budget needs to reduce by approximately \$150k to maintain a balanced budget in 2019
 - Two high runners are books and salaries
 - f. Review the calendar to the Bylaw appendix -complete
 - g. Friends of NSL – Photos shared of holiday activities
 - h. Friends of NSL – Upcoming indoor garage sale and book sale on Saturday, 23 Feb 2019 from 0800 – 1600. There will be a preview party on Friday, 22 Feb from 1800-2000.
9. Next Meeting – Scheduled for 7 March 2019 at 1800 at NSL.
10. Adjourn