

Monday, February 12, 2018

**Call to Order** – Holly More called the regular meeting of the Brimfield Public Library Board of Trustees to order.

**Roll Call** – Holly More took Roll Call with the following members present: Angie Sneeringer, Pam Fabish, Trip Barton, and Director Patti Smith.

**Public Comment** – None

**Secretary's Report** – Trip Barton made a motion to approve minutes from the December meeting. Pam Fabish seconded; motion carried.

**Treasurer's Report** – Pam Fabish made a motion to approve the December Financial Report. Trip Barton seconded; motion carried.

Angie Sneeringer made a motion to ratify the January bills. Trip Barton seconded; motion carried.

Holly More made a motion to approve the January Financial Report. Pam Fabish seconded; motion carried.

Trip Barton made a motion to approve the February bills. Pam Fabish seconded; motion carried.

Holly More made a motion to approve the 2018 financial audit. Trip Barton seconded; motion carried.

**Director's Report** – Patti Smith presented the director's report.

Angie Sneeringer made a motion to approve the Harassment Free Workplace Policy. Holly More seconded; motion carried.

Pam Fabish made a motion to approve the Progressive Discipline Procedure. Trip Barton seconded; motion carried.

The board advised the Director to gain more information regarding the warranty for the outdoor message sign before purchasing a package.

**Adjournment** – Trip Barton made a motion to adjourn. Angie Sneeringer seconded; motion carried.

**Next Meeting** – March 5, 2018 at 6:30 p.m.

Respectfully submitted,  
Angie Sneeringer