**Paris Public Library**

**Board of Trustees**

**December 11, 2017**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:30 p.m. by President George Griffin. In attendance were Cherie Lehman, Susan Punzelt, Roxanne Michels, Evie Gill and Librarian Teresa Pennington. Absent were Trustees Karen Earlywine, Bruce Young and Ginny English.

**Minutes of Previous Meeting:** MOTION: Lehman, second by Punzelt to approve November minutes as written. Motion carried.

**Committee Reports:**

**\*Finance:** The finance and checks report were usual for the month. MOTION: Michels, second by Gill to approve finance report. Motion carried.

**\*Book:** None.

**\*House:** Librarian Pennington reported that a light fixture in the men’s restroom needed a new ballast. It has been replaced.

**Librarian’s Report**: Statistics are normal for this time of year. MOTION: Lehman, second by Michels to approve statistics report. Motion carried.

42 Crestwood students visited the Library during their study of Andrew Carnegie. The students drew a floor plan of the library and compared it to other Carnegie libraries. Many took selfies with the portrait of Carnegie that hangs in the library. The Madison Street door does not always unlock, and the staff often enters through another door. At some point, the door will need replacing. Shakespeare in the park has been confirmed with the Park Board. Larkfield Glass has finished the artwork and needs to find help to hang the piece.

\***Friends:** Christmas at the Library was held on December 7th. There were 96 in attendance including Santa and Mishka the husky. Each child received a book, puzzle, crayons and candy. It was enjoyed by all.

**Old Business:** The Trustees reviewed and approved the Library Safety Checklist. The floor plan will be posted at the desk. All items complied.

**New Business:** Librarian Pennington announced the schedule of meetings for 2018. MOTION: Punzelt, second by Lehman to adopt the 2018 schedule. Motion carried. Sexual harassment policy will be reviewed again and ratified at the January meeting.

**Miscellaneous:**  Holiday closings: Saturday December 23, Monday December 25 and Monday January 1, 2018.

Meeting adjourned at 5:11 p.m. Next meeting is Monday, January 8, 2018.

Respectfully submitted,

Evie Gill, Secy.