

Leon Valley Public Library
Board of Trustees
Thursday November 8, 2018, 5:30pm
6425 Evers Road, Leon Valley, Texas 78238
MINUTES

Attendance: Heather Haskin (Chair), Janet Stone (Vice Chair), Carol Poss (Trustee), Jill Crane (Trustee), Barbara Owens (Trustee), Clare Brown (Alternate), Sandy Underwood (Library Director)

Not in Attendance: Brigid Cooley (Secretary), Sandra Keller (Trustee), Katie Gwaltney (Alternate)

1. Call to Order and Determine a Quorum is Present
The meeting was called to order at 5:35 p.m. by Chair Heather Haskin
2. Citizens to Be Heard
There were no citizens to be heard
3. Consider Approval of 10/08/2018 Minutes
A motion by Trustee Jill Crane was made and seconded by Vice Chair Janet Stone to approve agenda Item 3 (Board of Trustee Minutes - 10/08/2018) as presented. Upon a unanimous vote, Chair Heather Haskin announced the motion carried.
4. Trustee Board Positions are Full
City Council has approved Alternate Clare Brown's application for the previously vacant alternate position. The Board is now full.
5. Update on New Secretary Training
Secretary Brigid Cooley was absent, but will give a full update at the next meeting.
6. Discussion of How to Make a Motion per Minutes Preparation Document
The Board discussed the guidelines regarding proper procedure when making a motion as outlined in the Texas Municipal Clerks Handbook. The Board will implement these guidelines at future meetings.
7. Discussion and Possible Action Regarding Cancellation of December 2018 Trustee Meeting
A motion by Trustee Jill Crane was made and seconded by Trustee Barbara Owens to cancel the December Board meeting. Upon a unanimous vote, Chair Heather Haskin announced the motion carried. The next Board meeting will be on January 10, 2018.
8. Library Director's Report (S. Underwood)
9. Friends of the Library Report (C. Poss)

Trustee Carol Poss reported on the last Friends book sale. The Friends continue to prepare for the upcoming Breakfast with Santa.

9. Announcements by Chair, Board Members, and Library Director

10. Adjourn

Chair Heather Haskin adjourned the meeting at 6:16 p.m.

These minutes were approved by the Leon Valley Board of Trustees on 8 of November, 2018

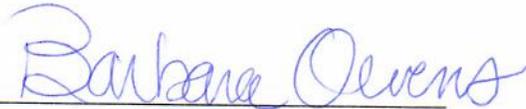
APPROVED



HEATHER HASKIN

CHAIR

ATTEST:



Barbara Owens, Trustee