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DATE December 23, 2013

**Huntington Public Library
Board of Trustees
Minutes of November 19, 2013**

Present: Paula Kelley, Lorrie Richland, Harvey Schugar, Heidi Racht
Others: Anne Dannenberg

The minutes for October were accepted as corrected.

Director's Notes: A time line for maintenance for the library is needed.

Annual Appeal: Heidi is managing the list of donors and the coordinating of thank you notes.

Personnel Policy: The following policies were reviewed, amended, and accepted:

- Vacation/ Sick Leaves
- Pay Policy
- Federal and State Laws, Regulations, and Statutes
- Employee Development
- Use of Computers
- Definitions
- Drug Free Workplace
- Sexual Harassment

This ended the review of the Personnel Policies.

There was a question as to what should be included in a Safety Policy. Anne will find one from another library for us to look at.

The next meeting will be December 17, 2013, at 6:30 at the Library. Members of the Board will provide light refreshments.

APPROVED BY THE BOARD: December 17, 2013

