



Minutes

1. Call to order

Committee Chairperson Tracy Boland called the meeting to order at 9:17 a.m.

2. Roll call

Upon roll call, Trustees Boland and Snyder were physically present.

3. Introduction of visitors

None.

4. Review of Contents of Library District's Lockbox


The lock box contents were inspected and reconciled with the inventory sheet in the lockbox and inventory document provided by library administration. A detailed report will be presented at next regular Board meeting. Major findings:


- There were no missing or unexpected items in the lockbox.
- A letter regarding a closed session meeting might be eligible for destruction.
- Insurables document from 2005 may need updating.
- Other minor updates relating to how items were named & grouped in the inventory list.
- Trustee Boland will update the inventory document, place a printed copy in the lockbox, and send a digital copy to the library administration.

5. Adjournment

Trustee Boland adjourned the meeting at 10:35 a.m.

Approved on: 2/29/2020


Trustee


Trustee

Prepared by Hal Snyder _____