I. Call to Order and Sunshine Law Statement: “The meeting has been advertised and will be conducted in accordance with the Sunshine Law.”

II. Roll Call

III. Salute to Flag

IV. Minutes
   a. Approval of Regular Board Minutes of October 10, 2019. **Motion Required**
   b. Approval of Executive Session Minutes of October 10, 2019. **Motion Required**

V. Old Business
   a. QuickBooks
   b. Digitation for Historical Society Newspaper
   c. Reorganization
   d. Continued Staff Lateness
   e. Contract with Zenith
   f. Safety Measures
      • Bathroom Emergency Lights
   g. Staff/Trustee Training
   h. Procedures for Handling Difficult Situation
   i. Improve Communication

VI. New Business
   a. Fine Fee Initiatives

VII. Director’s Report

VIII. Committee Reports
   a. Building & Grounds
   b. Finance
   c. Outreach/Marketing
   d. Personnel/Negotiations
   e. Policy
   f. Technology
IX. Personnel
   a. Resignation of Substitute Passport Agent Lydia Kircher effective November 13, 2019. (Motion Required)
   b. New Appointment of Part-time Passport Agent Lydia Kircher effective November 14, 2019 at an hourly rate of $17.00. Motion Required
   c. Resignation of Managing Librarian Jonathan Upton effective December 3, 2019. Motion Required
   d. Rescind Library Page Job Offer from Angelique Chambers due to illness. Motion Required

X. Finance
   a. Action on November 13, 2019 bill listing in the amount of $193,516.33. Motion Required

XI. Public Comments

XII. Adjournment – Next Meeting: December 11, 2019