



Board of Trustees Meeting Minutes

January 25, 2022 Large Meeting Room

Call to Order – 6:40 p.m.

Present: Mike Holmes, Ann Marie Jenkins, Kris Olson, Jo Anne Sandman, and William Scarpaci

Also Present: Jane Lenser, Director, and Sue Stevens, Assistant Director/Youth Services Manager

Approval of the Agenda

Jo Anne S. motioned to approve the agenda. Second: Kris O. Motion carried.

Public Comments: None

Update on Appell Trust donation: The Steve Appell Trust presented \$250,000 to the Library in December 2021, bringing the total donation to \$350,000. The pavilion project will be funded by this gift from Steve Appell.

Secretary's Report

Ann Marie J. motioned to approve the minutes of the November 23, 2021 regular board meeting. Second: Jo Anne S. The spelling of Baumann Park was corrected. Motion carried.

Treasurer's Report

- Kris O. motioned to approve the November and December 2021 bills for payment and submit the November and December 2021 financial report for audit. Second: Jo Anne S. Motion carried.

Director's Report

- The Library has hired a new business manager to begin in February.
- Jane L. discussed new construction requirements for the planned pavilion.
- Jane L. is pricing permanent signage to install on the building to direct patrons to the new book drops and pick-up window.
- The new laptops have arrived and are in use.

Unfinished Business

- William S. motioned to approve the next steps in the construction of the pavilion and to authorize Jane L. to seek bids.
- The Board discussed COVID time off benefits for staff.

New Business

- Ann Marie J. motioned to update the "Telecommuting" portion of the Personnel Manual. Second: Kris O. Motion carried.

- Ann Marie J. motioned to approve the telecommuting plan for Holly Stear from Dec. 26, 2021-Feb. 25, 2022. Second: Jo Anne S. Motion carried.
- Kris O. motioned to accept and place on file the first six months of Expenses and Receipts for FY 2021-2022. Second: Jo Anne S. Motion carried.
- The Board discussed the succession plan for the Library Director position. Due to some absences, the Board agreed to meet ahead of the February 22, 2022, regular board meeting to continue the discussion. The meeting date and time are to be scheduled.

Adjournment

Jo Anne S. motioned to adjourn. Second: Kris O. Motion carried. Meeting adjourned at 7:40 p.m.

Next Meeting: Tuesday, February 22, 2022; 6:45pm