

The Community Library  
Board of Trustees Meeting  
January 9, 2020

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:00 p.m. Present: Ruth Ashworth, Fred Barnes, Harriet Berard, Linda Carpenter, Virginia Downs, Ken Hotopp, Dee Neary, Jerry Peters, Janet Sand, Julia Walter, Kim Zimmer. Excused: John Scott.

Minutes:

Mrs. Berard made a motion, seconded by Ms. Walter, and was unanimously approved to accept the minutes of December 2019.

Communications:

Mr. Hotopp indicated that Mrs. Rosemarie Joyce, president of Friends of the Library, has requested that a trustee attend the group's meetings. Ms. Zimmer responded that she plans to attend the Friends' meetings, but if she is unable to do so, she would ask a trustee to attend in her place.

Mr. Hotopp read a letter from Mr. Charles Taylor, a frequent patron, complimenting Ms. Zimmer and the library clerks for their helpfulness and friendliness to him and other patrons.

Director's Report:

Ms. Zimmer will be on vacation February 19-26. The schedule for the staff has been determined, but trustees should be aware of her absence if an unforeseen need occurs.

The new DVD cases have arrived, and the staff is preparing them for use.

Treasurer's Report:

The trustees reviewed the current treasurer's report.

Mrs. Berard researched questions pertaining to the Merck stock. The library has twenty-eight shares that resulted in \$68.60 interest in 2019. These shares currently have a value of \$2,480.80.

Mr. Peters will question why the bill summary included two voided checks.

Mr. Peters presented the bills. After each trustee reviewed the bills, Mr. Peters made a motion, seconded by Ms. Carpenter, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

Mr. Peters reviewed a contract for 2020 for Mrs. Lynnette Lawyer, treasurer, for the sum of \$2,150. Mr. Peters made a motion, seconded by Mrs. Ashworth, and was unanimously approved to accept this contract.

The finance committee will be meeting with Ms. Zimmer and Ms. Lawyer to discuss finances for the 2021 budget which will be voted on in May.

Personnel:

Ms. Carpenter will compile the three-month evaluations of the director.

Mr. Peters made a motion, seconded by Mr. Barnes, and was unanimously approved to go into executive session to discuss the employment history of a staff member.

Mrs. Sand made a motion, seconded by Mr. Barnes and was unanimously approved to come out of executive session.

Mr. Peters presented the proposed 2020 pay rates:

Page \$11.80 per hour

Clerk: \$13.10 per hour  
Permanent Clerk \$14.15 per hour  
Library 1 Salary of \$30,000-\$35,000 per year with time off, 50% individual health insurance, and no overtime

Mr. Peters made a motion, seconded by Mr. Barnes, and was unanimously approved to pay these wages.

Policy:

Mrs. Sand explained that the committee had reviewed the copyright policy, the financial gifts policy, and the conflict of interest policy and had found no necessary revisions.

Mrs. Sand asked the board to accept these three policies, seconded by Mrs. Berard, and was unanimously approved.

Board Development:

Mrs. Neary described the MVLS advocacy grant submitted by Ms. Zimmer. The grant would be used for magnets, pens, banners, yard signs, and bookmarks to promote the library.

Mrs. Neary is compiling a list of possible future trustees. Also she has placed information at the library desk for interested patrons.

Mrs. Neary is contacting MVLS seeking a speaker who could answer pertinent questions regarding The Community Library and the role of our trustees.

Long-Range Implementation:

Mrs. Sand announced the committee will be meeting later this month.

Important Dates:

1/14/20 1:00 p.m. Butler, Roland, Mays Architects meeting

2/13/20 1:00 p.m. regular board meeting

Adjournment:

Mr. Hotopp adjourned the meeting at 2:45 p.m.

Submitted by Virginia Downs