

The Community Library
Board of Trustees Meeting
August 11, 2022

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:00 p.m.
Present: Harriet Berard, Janice Clark, Jim Collins, Virginia Downs, Ken Hotopp, Becky Leggieri, Leo McAllister, Julia Walter, Kim Zimmer. Excused: Fred Barnes, Linda Carpenter, Janet Sand.

Agenda Items:

President Hotopp administered the oath of office to newly elected Leo McAllister.

Minutes:

Mrs. Berard moved to accept the July 2022 minutes. This was seconded by Ms. Clark and was unanimously approved.

Communications:

Mrs. Berard read a letter she sent to SCHOOL explaining the legal name of our facility is The Community Library.

Director's Report:

Ms. Zimmer explained that there have been some problems with B&Q Accounting regarding the director's account; thus, the finances regarding the director's card will be handled by Lynn Lawyer, our treasurer.

B&Q Accounting will require 10% of Employee Retention Credit reimbursement.

The air conditioning is still not repaired due to inability to obtain the necessary parts.

The fire alarm panel is malfunctioning. When the new sprinkling system is installed in the annex, the present panel will be replaced.

Ms. Zimmer announced that Katherine Sharkey will be resigning (due to relocation) August 27.

Ms. Zimmer indicated that she had met with the personnel committee and recommended that the trustees approve the appointment of Rebekah Kuntze. Mr. McAllister made a motion, seconded by Mrs. Berard, and was unanimously approved to appoint Ms. Kuntze to begin training August 18 and to fill the position on August 27.

Ms. Zimmer has been asked to represent the Directors Council on the MVLS Board.

The circulation numbers and the number of program participants is continuing to increase.

The Friends of the Library are working on the basket raffle and the used book sales for September.

Treasurer's Report:

Mrs. Downs outlined the expenses and income for July. The trustees in attendance reviewed the current bills. Mrs. Downs made a motion, seconded by Ms. Clark, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

The finance and personnel committees met to discuss salary increases. Courtney Little passed the civil service library clerk exam; the committees agreed to increase her salary, and the trustees unanimously approved this increase.

Building & Grounds:

Ms. Zimmer reported that the asbestos abatement is progressing on schedule, and when completed the new sprinkler system will be installed.

Mr. Hotopp suggested that Brendon Becker provide an updated timeline for the various steps of the project.

The trustees discussed a variety of fund raising possibilities to provide for the furnishings that will be needed for the annex when the renovation is completed.

Ms. Clark will research various benches and costs for the proposed memorial bench.

Board Development:

Mrs. Leggieri has begun working on a communications and marketing plan.

Personnel:

Ms. Walter reminded trustees to complete the revised director evaluation.

Long Range Plan of Service:

Ms. Clark reviewed the committee chairs' updates on the committees' responsibilities:

Board Development- no recommendations

Personnel-development of an employee handbook

Finance-trustees wish for financial statements earlier in the week of the trustee meeting

Policy-will continue to review and revise

Long Range-most goals have been met or are proceeding; would like to create a citizens board for input and suggestions; considering a ten year goal plan

Unfinished:

Mr. Hotopp reported that the attorneys are hoping to schedule a meeting in September regarding the front entry/ ramp issues.

New Business:

Ms. Zimmer asked trustees to consider guidelines for on-line participation of trustees unable to attend meetings.

Eric Trahan will speak to the trustees at 12:30 p.m. September 8, prior to our scheduled meeting.

Ms. Walter mentioned there will be two baskets from the trustees (one for children and one for adults)

Adjournment:

Ms. Walter made a motion, seconded by Mrs. Leggieri, and was unanimously approved to adjourn at 2:40 p.m.

Submitted by Virginia Downs