The regular meeting of the Board of Trustees of the Bacon Memorial District Library was held at the Library on **Monday, March 9, 2020**

PRESENT: Members: John Engfehr
Carolyn Harris
James Kresin
Maria Lanstra
Janice Wilson
Library Director: Laura Gramlich
Administrative Assistant: Joann Hedger

I. The regular meeting was called to order at 3:30 pm by President Wilson

II. <u>APPROVAL OF MINUTES</u>

Motion to approve the minutes of the February 10, 2020 regular board meeting
Moved by Carolyn Harris, seconded by James Kresin

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson NAYS: none
Motion passed unanimously.

III. <u>REPORTS</u>

A. Director's Kristin Frasier had emergency surgery and will be out for at least two more months. Laura would like to hire a temporary part time circulation clerk. Janice Wilson asked what IEEE is, Laura explained. Janice Wilson asked what Mustang Reading Club is and Laura said that it is an informal reading group that has booked one of the library's rooms.

B. Staff's

John Engfehr made a motion to approve, Janice Wilson seconded.
AYES: Engfehr, Harris, Kresin, Lanstra, Wilson NAYS: none
Motion passed unanimously.

IV. <u>UNFINISHED BUSINESS</u>

A. Library Design Associates
B. Front Porch Repair & Staff Entrance

C. **MLA Health Insurance Quote**

D. **Personnel Policy Review**
The Board decided a Personnel Policy Committee will be the best way to address updating personnel policies. John Engfehr and Janice Wilson will meet with Laura to review policies and suggest updates and changes. Other Board members are encouraged to email any suggestions they may have to Laura. The committee will first address updating staff member's job descriptions.

Carolyn Harris made a motion to approve, John Engfehr seconded it.
AYES: Engfehr, Harris, Kresin, Lanstra, Wilson NAYS: none
Motion passed unanimously

E. **Schwartz Collection**
It was decided that Laura is to bring Jakki's final statistics to the next Board meeting, and the Board will decide on this then.

F. **Travel Policy**
After discussion, it was decided to use the IRS rate of 57.5 cents a mile for the policy instead of the previously proposed 33 cents. The Board also stated that if staff members have issues with decisions they make, staff should attend board meetings in person to state their concerns.

Carolyn Harris made a motion to approve; Maria Lanstra seconded it.
AYES: Harris, Kresin, Lanstra, Wilson NAYS: Engfehr
Motion passed, and Engfehr stated he will stand behind the rest of the Board's decision.

V. **NEW BUSINESS**

A. **Jerry Asmus Memorial Donation** A $5,000.00 donation was generously given to the library from the Asmus's family trust. It was decided to use these funds for new porch decor after the porch project has been completed. A plaque acknowledging the donation will be placed on the porch as well.

B. **Funds for Hoopla**
Laura asked for $2,000.00 more for Hoopla to get us through the rest of this fiscal year.
Janice Wilson made a motion to approve, Carolyn Harris seconded it.
AYES: Engfehr, Harris, Kresin, Lanstra, Wilson NAYS: none
Motion passed unanimously.

C. **CD coming due**
Laura informed the Board that one of the Huntington Bank CDs will be maturing on April 29th and that it needs to be cashed out to pay for upcoming expenses.
Carolyn Harris made a motion to cash it out. Jim Kresin seconded it.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson NAYS: none
Motion passed unanimously.

D. May In-Service Day

Laura would like to have a staff In-Service day in May and is hoping to have the Red Cross do a CPR training course. Janice Wilson asked that it not be right after Memorial Day this year. Laura will let the Board know the date when it has been determined.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson NAYS: none
Motion passed unanimously.

E. <u>FY 2020-21 BUDGET- SALARIES</u>

The Board will discuss this at their next meeting. They would like to look at job descriptions and a list of other class 4 libraries' salaries and also the percentage of what other libraries contribute to their staff's retirement accounts.

F. <u>ALA CONFERENCE</u>

Laura presented a proposal of estimated costs for she and Kelly to attend ALA's annual conference in Chicago.

John Engfehr made a motion to approve. Jim Kresin seconded it.
AYES: Engfehr, Harris, Kresin, Lanstra, Wilson NAYS: none
Motion passed unanimously.

VI BOARD MEMBER CONCERNS

John Engfehr proposed when construction on the porch gets underway, the Board needs a 'building committee'. Janice Wilson stated that the board needs to stay on top of COVID19 – in case programs need to be canceled or the library closed down the road. Laura mentioned that the library has a policy in place that staff are paid for scheduled hours when the library must close due to an emergency. Janice also told Laura there should be signs in the bathrooms about washing your hands, and a sign should be posted at the computers stating that patrons may ask at the reference desk for a Clorox wipe to clean their keyboard/mouse. She also told Laura that cleaning jobs need to updated, making sure areas are disinfected in the library on a regular basis.

VII. FINANCIAL REPORTS

A. Check Register- February 6- March 4, 2020

Carolyn Harris moved to approve expenditures of $68,614.24 representing payroll, checks written, and bank debits from February 6- March 4, 2020. Seconded by James Kresin

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson NAYS: none

Motion passed unanimously.

VIII. <u>COMMUNICATIONS</u>

TLN Circulation – January 2020

IX. <u>HEARING OF THE PUBLIC</u>

No one present

X. <u>ADJOURNMENT</u>

Motion for adjournment made by Maria Lanstra, seconded by James Kresin.

The meeting adjourned at 5:30 p.m.

The next regular meeting will take place on Monday, April 13, 2020 at 3:30PM.

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Joann Hedger,
for John Engfehr, Secretary
March 9, 2020