

Stewart B Lang Memorial Library Board of Trustees Meeting Minutes
(Rescheduled) Monday December 9 2019

Present: Jerry Hunter, Maryanne Adams, Kitty Hayes, Monica Krupa, Jim Dillon,
Gayle James

Absent: Caryl Kinney, Cathy Wood

Public: Pam Shane

The meeting was called to order and the agenda adopted.

The minutes from the November 4 meeting were entered. Kitty made a motion to accept and was seconded by Anne. All were in favor.

The Director's report was read and entered. Monica motioned to accept and was seconded by Kitty. All were in favor.

The treasurer's report was entered. Jim motioned to accept and was seconded by Maryanne. All were in favor.

Committee reports:

Planning: No report

Finance: Adjustments were made to next year's budget.

Facilities: Estimates were reviewed to remove wallpaper border on main level and touch up existing paint color, paint and repair the wall in the back stairway and the basement door. These projects will begin after the first of the year.

Monica made a motion to accept the estimates and was seconded by Kitty. All were in favor. Other possible project is to have a shut off valve put in on outdoor faucet.

Personnel: Maryanne will meet with Anne to discuss director's evaluation.

Old business:

The personnel policy has been revised and reviewed by all members. Jerry made a motion to accept the revised policy and was seconded by Maryanne. All were in favor.

Financial policy: deferred to next meeting

Gayle presented a list of essential director duties that could be used as a guide for filling the director's position in the event of an unplanned absence.

New business:

The 2020 budget was reviewed and Jerry made a motion to accept and was seconded by Kitty. All were in favor.

Both Cathy and Jim have expiring trustee terms but both are willing to serve another term. Officer nominations will take place in January. Jerry, Jim and Caryl expressed that they are willing to continue in their position and Cathy is willing to take on role of secretary.

Building project: A flyer was made for distribution at the PTO bazaar and at the library but will be redone as a mailer to be distributed to Cato Meridian school district residents. A separate account will be set up for the money generated through fund raising. Some discussion of hiring an outside agency to fund raise ensued. Also, the memo of understanding with the village for the land on Millard Ave needs to be formalized.

Public Comments: Some concern was expressed for the proposed site being wet.

Executive session: Maryanne proposed that the board go into executive session to discuss director salary and performance.

After executive session, Maryanne made a motion to increase the director's salary 4%, from 27,600 to 28,704, effective January 1, 2020, seconded by Anne. All were in favor.

Monica made a motion to adjourn and was seconded by Kitty.

Meeting ended at 8:25 pm.

Next meeting will be January 6 2020.

Respectfully submitted,

Gayle James