

# Linwood Community Library Board Meeting: January 24th, 2023

## Call to Order

**Board Members present: Robert Firth, Melanie Morris, Stacey Schmitt, Dalton Torneden**

**Staff Members present:**

**Guests:**

**The meeting was called to order at: 7:05 P.M.** by Dalton Torneden

**Consent Agenda** *All matters on the consent agenda are considered within one motion and will be enacted by one motion. If an item needs to be discussed, it will be removed from the consent agenda and considered separately.*

## **Minutes of: December 27th, 2022 Meeting & January 10th, 2023 Special Board Meeting**

### **Treasurer's Report:**

General Fund: as of **12-30-22** was **\$217,112.00**. The General Fund Checking account has NOT been proved to QuickBooks.

Capitol Improvement: as of **12-30-22** was **\$150,995.93**. The Capitol Improvement Checking account has NOT been proved to QuickBooks.

Petty Cash was counted by Dennis on 1-23-2023, he stated the the balance was \$151.05.

**Communications:** 0 communications received and reviewed by the Board.

**Approval: Bob** motioned to approve the Consent Agenda. **Stacey** seconded. Motion carried 4-0

### **Director's Report**

reported on key events, circulation and program updates.

- Financial reports:Not at this time.
- Statistical report: In progress,updating.
- State Public Library Survey: Dalton is working to prepare this.
- Dalton gave a brief update to the Board on the Community meeting held to discuss the former elementary school building.

### **Old Business**

- Sign: Bob checked outlet, fixed faulty outlet and replaced bulbs, replaced GFI for Marquee sign. No further plans to replace the sign or marquee at this time.

## Committee Reports

**Building & Equipment:** Awning - Bob working with Teresa to get an awning ordered for the back door at an estimated cost of \$110. Bob will get a contractor to come in and install it, the cost should be \$100. Stacey mentioned she will look into someone for lawn care.

**Finance:** Have not met, Last special meeting - year end books/.working with auditor - questions on bonuses - grants - communication with CPA. Finance Committee to meet with CPA to discuss timelines.

**Personnel & Policy:** Have not met, Dalton reviewed evaluation policy and Children in the Library Policy- spoke with Robin from NEKLS and is submitting changes for the consideration of the Board. Will need to set up employee reviews with staff.

## New Business

- **Bills For Payment:** Bob motioned to approve Bills as presented, Stacey seconded. Motion carried 4-0
- **Employee evaluation policy changes:** Discussed changes, will review and consider at the February Board Meeting.
- **Children in the Library policy update:** Bob made a motion to adopt this update to the policy manual, Melanie seconded. Motion carried 4-0
- **Patron Computers:** Stacey made a motion to approve the purchase of 2 Lenovo ThinkCentre Computers with accessories through NEKLS at a cost \$ 2,087.04, Bob seconded. Motion carried 4-0  
Further action: Dalton will liaise with staff to get the Patron computers purchased and will look into replacing Circ Desk and Director Computers.
- **Annual Meeting:** Holding at the library, March 7th, 2023 7:30 P.M. Dalton will work on public notices, a flyer and a report. Will have 2 open positions.

## Public Comments

None

## **Executive Session:**

**Enter:** Stacey motioned to enter into executive session at 8:21 P.M. for 45 minutes, Bob Seconded. Motion carried 4-0

**Exit:** Bob motioned to exit executive session at 8:59 P.M., Stacey seconded. Motion carried 4-0

## Adjournment

**Approval:** Bob moved to adjourn at 8:59 P.M. Melanie seconded. Motion carried 4-0

