

Board of Trustees Meeting, December 16, 2020

Meeting called to order at 7:07pm

Meeting Agenda

In attendance: Amber Billey, Rose Unes, Jacky Davis-Soman, Beth King, Sheila Dixon, Bill Stamm, Carl Welden.

Absent: Craig Zisman, Eric Morrow

Staff: Katie Scott-Childress, Diane Newlander

Friends: Jo Ann Reuben, Eileen Hall

- I. Approval of Minutes: Motion to approve minutes of November 18, as amended, made by Beth, seconded by Rose, unanimously approved.
- II. Financial Reports
- III. Pay Bills: Motion to pay bills in the amount of \$4,413.09 made by Carl, seconded by Jacky, unanimously approved.
- IV. New Business
 - 1) Personnel Handbook Updates. Motion to approve changes to the Personnel Handbook without the Probationary Period section, made by Bill, seconded by Rose, unanimously approved
 - 2) Financial Policies. Motion to approve the Conflict of Interest Policy made by Beth, seconded by Jacky, unanimously approved.
 - 3) 2021 Library Holiday Closures. Motion to approve the 2021 Library Holiday Closures, with corrections as discussed, made by Sheila, seconded by Beth unanimously approved.
 - 4) Authorization of Prepays for 2021. Motion to approve the Authorization of Prepays electronically for 2021 made by Sheila seconded by Beth, unanimously approved.
 - 5) Designation of Newspaper of Record. Motion to approve the designation of The Daily Freeman as the Newspaper of Record for pertinent announcements made by Beth, seconded by Jacky, unanimously approved
 - 6) Review of Committees. Sheila nominated Eric Morrow for the position of Finance Officer. The Board unanimously approved.
 - 7) Salary review. Motion to go into Executive Session at 7:57pm for the purpose of discussing personnel matters made by Beth, seconded by Carl, unanimously approved. Motion to approve one-time salary adjustments of \$9,875.22 from cost savings and efficiencies to make salaries more equitable made by Beth, seconded by Carl and unanimously approved.
 - 8) Budget transfers. Motion to approve budget transfers, moving funds from underspent lines to overspent lines as needed in 2020 budget made by Bill, seconded by Rose, unanimously approved.
- V. Old Business

1) Treasurer: Motion to appoint Ruthie Boumboume to the position of Treasurer with a stipend of \$100 per month made by Carl seconded by Sheila, unanimously approved.

VI. President's Report

VII. Director's Report

VIII. Friends of the Library Report: Eileen Hall. Discussed long range plan and outreach at the last meeting and look forward to participating. The Friends express their thanks to staff for keeping the library going through these difficult times. Thanks to Katie for her leadership. The Book discussion of *The Book of Lost Friends* will be held on Jan 31. Next meeting, Jan 9. Monthly meetings are held on the second Saturday of each month from 10-11:30am.

IX. Adjournment: Motion to adjourn the meeting at 8:53 made by Carl, seconded by Jackie, unanimously approved.

Next meeting, Wednesday, January 20, 7:00 p.m.