

Library Board Meeting Minutes. August 16, 2018

In attendance: Diane, Cathy, Pat, Emily, Sue, Nancy, Cheri, and Deb

Call to order 6:35 pm

- Review of minutes. Cheri moved to approve and Sue seconded.
- No public in attendance, no correspondence.
- Review of the financial report. Board would like to clarify the 'professional services' line item. Diane will receive and file.
- No committees met since last meeting. Sue discussed creating a guideline for accepting book donations. Policy committee will add it to their agenda to discuss for next meeting. Deb will contact Lakeland to find out what they do with their donations.
- Student cards: board would like to add it to the Policy committees next meeting.
- Diane recommended all committees set a meeting before the next Board Meeting
- Board discussed having the landscaping on the next Facilities meeting.

Director's Report

- Great numbers on circulation
- Stats provided for summer programs
- Deb recommends we look into a Children's Librarian

Old Business

- Deb discussed material weaknesses with auditor. She was assured no problems. Deb will contact them to send hard copies. Sue will clarify that Diane signed. Will sign again if necessary.
- Sue and Mary now have business credit cards. Sue recommends we add to financial and policy committees that the credit cards remain business cards.
- Little Free Libraries: Diane placed one in Pine Township. Sue visited Rainbow Lake and is placing one there. Sue will also place one here on Cindi's Walk. She also delivered one to Trufant to be painted by an artist there and also place it at the credit union. Six Lakes, King's Trading Post, and Entrican are pending. We are hoping to get the copies of the minutes from township meetings. Each LFL has a registration number and hope to add a plaque displaying sponsor and artist. Did Hope order the pamphlet holders? Can we gather some stewards? Some concern over weather proofing and working on a map of all the LFL.

New Business

- Diane and Cheri began with interviews for director search and has narrowed it to two applicants. Interviews set for Thursday Aug 30 at 6pm. Diane requests a smaller meeting with Nancy and Deb on Aug 23 at 5:15 to solidify interview questions.
- Contract Employee: Deb is concerned about Linda Keeler being a contract employee but does not have a contract. Deb contacted the attorney. IRS is concerned about misclassifications. His advice is to call and admit the issue due to miscommunications. Nancy moves to reclassify Linda as a TDL employee with a new job description. Emily seconds. All in favor. Deb will write her job description. Cheri moves to approach the lawyer to help us straighten out financial issues with contract employee status of Linda. Sue seconded. All in favor.
- Payroll Policy: employees discussed with Deb that they hadn't always been paid on time. Deb recommends direct deposit. Deb recommends sending Hope Nobel a letter giving her 90 days to cash outstanding checks and threaten stop payment after 90 days. Cheri moves to go to direct deposit for all payroll. Pat seconds. All in favor. Pat moves to send Hope the letter giving her 90 days to cash her checks or stop payment will occur and fees will be her responsibility. Cheri seconded. All in favor.

- HVAC upgrade: grounds committee will add it to their agenda to gather more quotes. Sue discussed about using the matured CD.
- Therapy Dog at Story Time. Cheri moves to allow the therapy dog for story time. Sue seconded. All in favor.
- LSTA Grant. Deb recommends we let it go considering what it was in the application is unable to be spent. Deb will contact Karen and extend our apologies.

Meeting adjourn at 8:20