

Library Board Meeting Minutes. September 19, 2018

In attendance: Anita Diane Robson, Cathy Ackerson, Emily Griffith, Nancy Parsons, Cheri Chapin, Bethany Nettleton, and Deborah Bose.

Call to order 7:00 pm

- Review of minutes. Cheri Chapin moved to approve and Cathy Ackerson seconded.

Correspondence

- Deb Bose mailed thank you letters for the Little Free Libraries
- Deb Bose wrote a letter to Hope regarding ipad, Key, and one remaining pay check. She has 90 days to set up IRA account.

Financial Report

- Professional services: why is it at 150%? Deborah Bose says it is over budgeted because it didn't account for her services. Considering using different line items to handle that.

Committee Reports

- Finance: Cathy Ackerson moves to remove Hope Nobel from the Chemical Bank account. Cheri Chapin seconds. All in favor. Nancy Parsons moves to add Bethany Nettleton to the Chemical Bank account. All in favor.
- Policy Committee: student loan policy, credit card policy, book donation policy. Diane Robson would like Bethany Nettleton to come up with a form for employee reimbursement. Book Donation Policy was sent home with the board to review and vote next meeting. Student Loan Policy could perhaps be shared with teachers at Lakeview Community Schools.
- Facilities Committee: HVAC: insurance covered everything except the \$1000 deductible. Mary went over the updated controls. Claim was filed. Lights: discussion about replacing the linear fluorescent lights and exterior soffit can lights to save energy and money. Cost to replace was \$4198 for indoor linear \$3254 for exterior. There's also an incentive from Consumers for \$1175 for linear. Cheri Chapin moves to approve the light replacements. Emily Griffith seconds. All in favor. Mary and Beth will continue to research pendant light replacements. Landscaping: Cheri would like to know if Pitcher Perfect does additional landscaping? Or if we can get some additional quotes on services. Personnel Committee? Should we establish a committee for evaluating our director and for dealing with employee grievances as well as interviewing possible employees. Cheri Chapin moves to create a Personnel committee, Cathy Ackerson seconded. All in favor. (Cheri, Diane, and Emily are committee members)

Director's Report

- See written report

Friends of the Library Report: no friends in attendance. Beth is ready to mend the bridge. Diane requests that Beth help them understand their new role.

Old Business

- Beth and Diane thanked Deb for her incredible role as our Interim
- Deb reports that we've nearly gotten Linda Keeler's contract settled. IRS forms filled out. 1028 for State needs to be completed. Linda has been billed for the taxes that were taken out and she paid them. Attorney recommends getting those taxes sent to irs asap. Everything needs to be done before Oct 25. Linda has a schedule and has clear job duties.

New Business

- Corporate Resolution: Cathy Ackerson will be added as a signatory along with Anita Diane Robson, Susan D. Draper, and Bethany Nettleton. Cathy Ackerson moves to accept the corporate resolution as presented with amendments. Nancy Parsons seconds. All in favor.
- County wide Millage: Deb recommends we have board members at the meeting on Oct 23 at 5pm at First Congregational church in Stanton to meet with Shirley Bruursema. Diane volunteered to go.
- L 4029 Forms error and signature. Deb Bose amended the 1/1000th of a cent error.
- Emily Griffith agrees to be acting secretary until officially voted in
- Cleaned up the grammar on job descriptions: Linda's official job description. Youth Services Coordinator. Library Page.
- Wage increase for staff. Bethany Nettleton would like to find a way to give 2% raise for all staff. Personnel Development line item has \$10,000 which Beth thinks is over-budgeted. Cheri Chapin moves to improve wage increase across the board by 2% as soon as possible. Cathy Ackerson seconds. All in favor.

Next meeting is Oct 18 at 6:30

Adjourn: 8:20pm