

Library Board Meeting Minutes. November 21, 2019 Official

In attendance: Anita Diane Robson, Emily Griffith, Roxie Poulsen, Bethany Nettleton, Lee Boerma, Barb Kaaikala, Dorothy Farrell

absent: Cathy Ackerson, Nancy Parsons

Call to order 6:30 pm

1. Approval of agenda. Emily Griffith moves to approve agenda. Dorothy Farrell seconds. All in favor.
2. Approval of minutes from Special Meeting on Oct 28, 2019. Barb Kaaikala moves to approve minutes. Emily Griffith seconds. All in favor.
3. Public Comment:
4. Correspondence
5. Financial Report: November 2019 Board discusses continuing to give Treasurer Poulsen the bank reconciliation and finance committee will receive it at all meetings. In addition, Director Nettleton will provide it quarterly for the entire board.
 - a. Approval of check register. Emily Griffith moves to approve the check register. Roxie Poulsen seconds. All in favor.
6. Committee Reports
 - Finance:
 - Policy: personnel manual is nearly complete.
 - Facilities:
 - Personnel:
7. Director's Report: see document provided in addition to new hire Raymon Cooley on November 19, 2019 as Data/Analyst and Technology Trainer as a part-time employee working 20 hrs/week. Also discussed taking on the project of rearranging the library ourselves at a later date.
8. Friends of the Library Report: Director Nettleton talked about the silent auction baskets if anyone wants to donate one and also outlined celebration of the season's programming.
9. Old Business:
 - a. Update on bookkeeping: JES is now doing payroll and will do taxes and payroll liabilities and sifting through quickbooks to organize.
 - b. Update on passwords and key: Lee Boerma moves to amend the "confidential information" section of the Personnel Policy Manual to read as follows: TDL will maintain that the Director, Treasurer, and one Staff employee, the combination of which will have access to all library passwords/lockboxes/door codes/and any other necessary items in case of emergency. Roxie Poulsen seconds. All in favor.
 - c. Update ability to add to the agenda—addition of other business to agenda: Lee Boerma researched that the easiest way to add to the agenda is to simply add items to New Business.
10. New Business:
 - a. Action item: USDA Loan Approval to pay. Emily Griffith moves to approve the payment to USDA in the amount of \$29,535.00 paid by Dec 1, 2019. Barb Kaaikala seconds. All in favor.
 - b. Action item: Moving line items:
 - I. 704 payroll to 801.3 Professional Services for payment of accounting services-\$3500 Lee Boerma moves to approve the move. Roxie Poulsen seconds. All in favor.

- c. Staff Christmas Party: Staff Christmas Luncheon set for Dec 10, 2019
- d. Staff Christmas Bonus: see document provided. Emily Griffith moves to approve Christmas bonus to staff employees which is to be deducted from payroll account. Dorothy Farrell seconded. All in favor.
- e. Report on basement occupancy sign and surge protectors. Insurance co. confirms we are properly covered via surge protectors. Basement occupancy is being clarified by Scott Stevens with Griffith Builders.

10B: Other Business: Lee Boerma is doing research on re-financing our mortgage and also presented information on computing the tax change.

11. Public comment:

12: Adjournment 8:14pm