



Meeting Minutes
February 18, 2023

Present – Kelly, Michelle C, Kari, Beka
Absent – Bud, Jared, Pam
Cathy Fuller in attendance

Meeting opened at 8:43 am
PUBLIC PARTICIPATION

SECRETARY'S REPORT

Kelly:

- Minutes reviewed from the November meeting
- motion to approve by Kari with second by Beka; all in favor

TREASURER'S REPORT

Cathy provided update on this position

- Lori Bokan will be taking over the Treasurer position for the library – we will invite her to the next meeting (March)
- She will be paying bills remotely; will look into the budget
- She does this for two to three other libraries; she charges \$350 a month, but she does it all!

DIRECTOR'S REPORT

Cathy:

OLD BUSINESS

1. Handicapped accessibility project update
 - Financial portion – the total is about \$275,000 – our grant is \$201,188; we will have to figure out where to get the rest of the money for the project
 - Ryne White has to do the design, an upgrade to the original design – his cost for the consult will remain the same, but cost of the project will most likely increase due to inflation
 - Kelly's one good idea – put handicapped ramp on the front stairs coming from the sidewalk and not across the lawn from the parking lot
 - Will look into putting it out to bid, but doesn't want to start the project until everything is here
2. Front façade work – brick work, had talked to Dan Dunbar, he recommended setting aside \$30,000; \$25,000 grant acquired from Joe Bucher's estate
3. Christmas tree project update – all trees were sold, all trees were decorated; all money was received
4. Doors and locks – met with people from Austin Locks; received letter with estimated costs; not sure of the difference between restricted and unrestricted keys (Cathy will call for clarification)
Motion to approve the contract with Austin Locks to replace the locks - motion made by Kari; second by Michelle; all in favor
5. New treasurer
 - Increase request in annual budget request to pay for position
 - Invite her to March meeting

6. Tax Levy – may need to be higher next year due to cost of treasurer. Kelly will send a letter to school about the increase

NEW BUSINESS

1. Challenge to Library Materials – policy; Cathy has a copy of the Southern Tier policy; Motion to approve the policy made by Kari; second by Beka; all in favor
2. STLS Board of Directors – letter in the mail about being an STLS trustee; the position was filled
3. Long Range Plan – eventually we need to update this
4. Minimum wage - \$14.20 an hour
 - Annual Meeting:
Election of Officers: Kelly as President; Pam as Vice President; Michelle as Secretary
Motion to maintain the same officers for next year – motion made by Kari; second by Beka; all in favor

Closed meeting at 9:36 am – motion made by Kari; second by Beka; all in favor

Executive session opened at 9:36 am to discuss employment – motion made by Kari; second by Beka

- Assistant Library Director Review
- Library Director Review; motion by Kari and second by Beka to raise Director salary to \$18.00; approved unanimously

Executive session closed at 9:51 am – motion made by Kari; second by Beka

Motion to close the meeting at 9:51 a.m. by Kari with a second by Beka; passed unanimously

Next meeting – March 11, 2023; 8:30 am

UPCOMING MEETINGS:

- (December 2022) – no meeting
- January 14 – no meeting
- February 11 – annual meeting; election of officers; set pay rates; tax levy letter to school
- March 11 –
- April 1 – begin work on Fall Festival; (Easter April 9)
- May 13
- June 10 – finalize Fall Festival date
- July 8
- August 12
- September 9 – finalize Fall Festival plans
- October 14 – begin Christmas tree project; vote to override tax cap; set amount requested through tax levy
- November 11 – financial report; approve budget
- December 9 – no meeting