

**Trustee Minutes from The Jordanville Public Library Board of Trustee Meeting held on February 7, 2023 at 6:30 PM.**

- I. Call to Order at 6:41 PM by Board President Lisa Wilber.
- II. In Attendance: Melinda Supp, Lisa Wilber, Gary Aney, Christina Hoyt, Chad Hess, George Mower and Deb Bronner via Zoom.
- III. Special Guest Presentations: No special guest presentation this evening.
- IV. Review and Approve Previous Meeting Minutes: see posted minutes. A motion was made first by George Mower and Second by Christina Hoyt.
- V. Director's Report: Was given by Melinda Supp. Melinda reviewed the months of December 2022 and January 2023. See Directors Report.
- VI. Correspondence:
  - a. Reviewed the CLRC February 2023 Newsletter. Featured was Melinda Supp representing Jordanville Library – there is linkage to the White House.
  - b. CLRC is willing to help with digitization grants. We missed the 1/31/23 deadline; however, we can start preparing for next year.
  - c. The Historical Society may be able to become member of the CLRC to then get digitization grants as well.
  - d. There is an order confirmation w/o an invoice for EBSCO.
  - e. Discussion of the DAC meeting. Reviewed cost of Libby. Discuss how to better promote Libby to increase usage. Also discussed that we may be able to reach out to students at ODY.
  - f. Discussed new guidelines that require Board Trustees to have up to 2 hours of training (in service) a year.
  - g. T-Mobil reported that there was unauthorized information obtained through hot spend. Will display notice for patrons to see and be made aware of.
  - h. Reviewed the new sexual harassment policy template. Agree to table this to next meeting so that members have time to read, review and comment.
  - i. Discussed the construction estimates for the four brick columns. Group agrees best to go with Meadow Creek Masonry – a motion was made by Deb and a second motion by Lisa – all in favor. We also learn that we need a new floor joyce, because when the furnace was installed, they cut into the floor joyce to install duct work. When Meadow Creek returns, will ask for additional estimate for the floor joyce.
  - j. Policy Committee Focus – returned to Melinda for review and recommendations.
- VII. Old Business:
  - a. Discussed briefly the Agreement w/ the Historical Society - agree to table this matter to give Deb and Lisa time to meet and review, make any changes and present at next meeting.
- VIII. New Business:
  - a. Need to get parking lot bids for paving.
  - b. Discussed that the furnace is old and may need to look at a new system within the next year or so. Melinda shares that what was supposed to have been last years furnace

cleaning actually got done about two weeks ago, and since they came there has been what sounds to be like a loose belt. Melinda will need to call them back to service it. We discussed looking to other service providers.

IX. Treasurer's Report:

- a. Reviewed vouchers- all vouchers were approved.
  - b. Reviewed the 2023 rough draft of budget – George motioned to approve it, Christina 2<sup>nd</sup> the motion and all were in favor. \*Note – discussed asking for a 2% increase from ODY School.
  - c. Reviewed bank account balances; as stated.
  - d. It was noted that Amazon Smile no longer gives money to small groups any longer.
- X. Executive Session: Review of employee evaluations. Vote to increase Russel Hunt's per diem rate from 25 dollars to 30 dollars. George motioned to approve, Christina 2<sup>nd</sup> the motion and all were in favor.
- XI. Next Meeting: April 4, 2023 at 6:30 PM.
- XII. Adjournment: Motion to adjourn was made first by George Mower and Second by Christina Hoyt at 9:22 PM.