

Tues 03/16/2021

Attended Via Zoom:

Submitted by S Wirth

Norm Ellis
Ceil Kelley
Sharon Wirth
Pat Moore
Mark Smith
Rex Wiggers
Joe Liberto
Garrett McGowen
Vanessa Spitulnik
Alice Taychert

Absent

:

Regular meeting called to order at 5:02

SECRETARY'S MINUTES – Motion to approve minutes by Joe, 2nd by Pat

Alice Taychert> Director's Report

- 1 Personnel:** J Argentieri will be out approximately 6 weeks for surgery.
All staff have received their evaluations, made copies for themselves and the originals have been filed.
Alice is having a Covid 19 vaccination on Monday. Other staff members are trying to schedule their shots or have received them.
Bret has been recovering well.
Alice contacted Ken of STLS for e-mails for Haleigh, Susan and Kristen. That will allow them to register for the grants workshop.
The staff has requested a meeting 4/7 @10 AM to discuss NARCAN training.
Mark, as Acting Director, has requested a duty checklist to be shared by all staff, both shifts, upstairs and downstairs.
Staff has been setting up book displays for monthly topics such as Dr.Seuss, Suffragettes, Black History Month and St Patrick's Day. The Children's room staff put up a scavenger hunt for Dr. Seuss's fish from Red Fish Blue Fish.
- 2 Outreach:** The idea of providing Home Delivery can be set up so that volunteers or staff can deliver to patrons homes if called to do so.
- 3 STLS:** The Annual Report has been filed online and STLS will be verifying answers.
Motion to approve the Annual Report by Norm, 2nd by Rex.
It is necessary to update the Library information brochures.

Garrett has volunteered to provide new verbage and pictures to produce a new trifold brochure.

4 Building:

Alice spoke with the city's insurance company about the quote on how the Library and its content will be covered.

Donnie Mosher has not been able to change the burned out lights.

Rex Wiggers> Financial Report

1 March reports were approved and accepted w/o reservations or changes, Motion by Pat & 2nd by Garrett.

2 Discussion of 'Resolution Override'

@5:32 PM Motion to approve as read by Garrett, 2nd by Pat

3 Discussion of '2021-2022 Library Budget'

@5:35 PM Motion to approve as read by Garrett, 2nd by Sharon

4 Motion to pay all current bills/invoices by Garrett, 2nd by Pat.

5 Discussion of Alice's health insurance which will continue thru the end of April with no continuation.

Misc>Reporting on Personnel

1 Ceil has created and distributed a memo to all staff regarding hours of work limits and use of the timeclock.

2 Mark presented an 'IT Manager' job description, modified and emailed by Sharon, to be discussed with and signed by Brett, copied and filed.

3 Discussion of Grant Writing Webinar and attendance by staff. (Kristen, Haleigh and Sue)

4 SICK AND PANDEMIC LEAVE PROPOSAL:

A motion was made to have the proposed leave benefits approved and effective 04/01/2021 by Mark, 2nd by Rex.

5 Search Committee will make public announcement of opening in April to coincide with Alice's retirement.

6 In Mid May, Garrett volunteered to work on the "Annual Report to the Community" including activities, statistics etc.

Joe Liberto> Reporting on Building Committee

1 After meeting with Infinity Electric 3/19, Joe will report on electrical work.

Old Business:

1 Discussion of revisions to Library policies and bylaws. Motion to approve by Vanessa, 2nd by Sharon.

2 Immediate change to the STLS Web Service was discussed and approved with Mark and Vanessa leading creation and content.

Take down old website (Marie Dunn-Williams)

3 Rex reports time clock issues are resolved.

4 Joe to persue variance for outdoor sign

5 Discussion of open house/celebration/dedication/art show

New Business:

- 1 Reminder of April nomination of officers and committees.

Other:

- 1 Progress on 5-Year Plan
Use of Social Media including Facebook
Use of STLS Services
Use of Volunteers
Use of Connections to other Libraries

**Next Board Meeting to be Wednesday 04/21/2021 @ 5:00 PM via ZOOM/Library
Conference Room**

Motion to Adjourn @ 6:53 PM:

Moved by Sharon, 2nd by Garrett