**Linwood Community Library Board Meeting: July 26, 2022**

**Call to Order**

**Board Members present: Dalton Torneden, Christy Brice, Robert Firth, Stacey Schmitt, Lisa Turney, Anne Kohlmeyer**

**Staff Members present: Kat McKee (Director)**

**Guests: None**

**The meeting was called to order at: 7:05 P.M. by Christy Brice.**

**Consent Agenda** *All matters on the consent agenda are considered within one motion and will be enacted by one motion. If an item needs to be discussed, it will be removed from the consent agenda and considered separately.*

**Minutes of last month’s meeting:** Reviewed by the Board.
**Treasurer’s Report**: Reviewed by the Board. (See Board Packet)
**Communications:** 0 communications received and reviewed by the Board.

**Approval: Bob** moved to approve the Consent Agenda**. Stacey seconded. Motion carried 6-0**

**Director’s Report**
reported on key events, circulation and program updates.

* Financial reports:
* Several membership or service renewals have come due.
* Kat is working with Uni First to get tax taken off of that account.
* Statistical report: Adult books purchasing up, adult and children programming up.
* 2023 Notice of Hearing draft: Submitted notice to exceed RNR rat. – **Dalton noted the library’s address was listed on the notice instead of the community building’s address, Kat will correct this before sending out the notice.**
* Working on setting up tutoring with school.
* Regular Thursday Night Programming: Games/ Movie Night/ Artist Café.
* Amazon no longer doing revolving credit for businesses, charges have been going on Kat’s Credit Card. Kat would like to up the limit on her credit card.
* Newsletter will be going out, Kat and Stacey worked to address mailing issue.
* Library door locks have been rekeyed.
* New copier has arrived, copies but does not print. Service call needs to happen before printing function will work.

**Bob made a motion that the Treasurer and Director work with First State Bank and Trust to acquire an additional charge card with a $2,500 limit with staff as authorized signers, Stacey Seconded. Motion Carried 6-0**

**Old Business**

* **Audit & EOY:** Audit is still ongoing. QuickBooks is up to date except for corrections recommended by the auditor.
* Summer Reading: Dan Dan, The Magic Man will be performing Thursday, July 28th at 6:30.
* 60 people signed up for Summer Reading.
* Raingutter Regatta on Saturday, July 30th @ 11 A.M. - 2 raffles for Saturday.
* Children’s artwork on display around the library.

**Committee Reports**

**Building & Equipment:** no meeting.
**Finance:**   Need to schedule a meeting with CPA.

**Personnel & Policy:**  Indemnification/ CE Policy on Hold until next month pending updated information, working on changes to the leave policy and to the review process policy in the policy manual.

**Lisa made a motion to adopt changes to the Policy Manual to the effect of stating that the Personnel and Policy Committee shall conduct a written evaluation of the performance of the director every six months based on the date of hire and report on the evaluation to the full board. Bob Seconded Motion Carried 6-0**

Action Items:

**New Business**

* **Bills For Payment - Bob made a motion to pay the bills as presented, Lisa seconded. Motion carried 6-0**
* **Indemnification Policies: Bob made a motion to approve and Lisa seconded. Motion carried 6-0**
* **Ongoing Action Items: Bob asked about staff raises, will discuss during executive session.**

**Executive Session #1:**

**Enter: Bob made a motion to enter into executive session at 8:05 P.M. for 30 minutes to discuss Personnel and Policy, Stacey seconded. Motion carried 6-0.**

**Exit: Bob motioned to exit executive session at 8:35 P.M., Stacey seconded. Motion carried 6-0.**

**Executive Session #2:**

**Enter: Bob motioned to enter executive session to discuss Personnel for 30 minutes at 8:37 P.M., Stacey seconded. Motion carried 6-0.**

**Exit: Bob motioned to exit executive session at 9:06 P.M., Stacey seconded. Motion carried 6-0.**

**Executive Session #3:**

**Enter: Stacey motioned to enter executive session for 20 minutes to discuss Personnel at 9:06 P.M., Bob Seconded. Motion Carried 6-0.**

**Exit: Bob motioned to exit executive session at 9:26 P.M., Anne seconded. Motion carried 6-0.**

**Executive Session #4:**

**Bob motioned to enter to discuss Personnel for 45 minutes at 9:27 P.M., Stacey seconded. Motion carried 6-0.**

**Exit: Bob motioned to exit executive session at 9:57, Anne seconded. Motion carried 6-0.**

Dalton gave a brief update on the Friends of the Library and mentioned their upcoming Bingo Fundraiser on August 27th from 5 P.M. to 8 P.M. at the Linwood Community Building.

**Public Comments**None

**Adjournment
Approval:**  **Bob moved to adjourn at 10:04 P.M. Anne seconded. Motion carried 6-0**

**Next Meeting**The next regular Board meeting will be **Tuesday, August 23 ,2022 at 7:00 P.M.**

*Submitted by: Dalton Torneden; Board Secretary*

**Linwood Community Library Board Linwood Community Library Staff**

Christy Brice; Chair (03/2023) Kat McKee; Director

Lisa Turney; Vice-Chair (03/2026) Jayne Hopkins; Youth Services

Robert Firth; Treasurer (03/2025) Dennis Shelton; Teen and Marketing

Stacey Schmitt; Vice-Treasurer (03/2024) Theresa Reetz; Adult Programing

Dalton Torneden; Secretary (03/2025) Joyce Elder; Bookkeeper

Melanie Morris (03/2023)

Anne Kohlmeyer (03/2026)

 **Linwood Community Library Board Committees** (03/2022)

**Building & Equipment:**  Melanie Morris Robert Firth Christy Brice

**Personnel & Policy:**  Anne Kohlmeyer Dalton Torneden Lisa Turney

**Finance:** Christy Brice Stacey Schmitt Robert Firth

*Officer and Committee appointments updated March 22, 2022*

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Christy Brice, Chairperson Date:

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Dalton Torneden, Secretary Date: