**Linwood Community Library Board Meeting: November 22, 2022**

**Call to Order**

**Board Members present:** Stacey Schmitt, Christy Brice, Melanie Morris, Lisa Turney, Chris Mensch, Dalton Torneden

**Staff Members present:**

**Guests:**

**The meeting was called to order at: 7:36 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.

General Fund Account: **$236,839.62 as of 10/31/22**. - Not proven to QuickBooks.

Capital Improvement Fund: **$150,726.37 as of 10/31/22**. - Not proven to QuickBooks.

Petty Cash was counted by **Jayne on 11/22/22 - Balance - $80.34.**

**Communications:**  0 communications received and reviewed by the Board.

**Approval: Lisa motioned to approve the Consent Agenda. Dalton seconded. Motion carried 7-0**

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

* Fall Festival - A success, around 50 people in attendance taking part in pumpkin decorating, face painting and enjoying hot dogs and chili. A special thanks to the staff who spent the time and effort to make pots of chili to share with our patrons
* Staff are in communication with Howie at the Baptist Church and an invitation has been extended to the library to have a craft available for children while they wait for Santa, staff have expressed interest and are working out the details.
* Staff are making plans for the Holidays, the library will host a Santa Visit and will have cookies and books for the kids who stop by to visit Santa. - December 17th - 11 P.M. to 1 P.M. - The Friends are asking for cookie donations, they can be dropped off at the library between December 14th and 16th. The Baptist Church has offered the use of their Santa chair for the library’s Santa visit.
* Greg with NEKLS stopped by to address issues with the library’s patron desktop computers; deep freeze software needed to be shut down during the installation of the print drivers. It is hoped that the problem has been addressed. Greg mentioned that NEKLS could replace the current hard drives with solid-state drives in both computers for $50 each, this would require our patron computers to be shut down for a full day while Windows was reinstalled. While the SSD should increase the access time, it may not increase the computer’s overall performance.
* Notaries: each staff member is now a certified notary. Staff spent a minimum of 1.5-2 hours of study time on the laws/rules regarding notaries to understand the role of a notary.
* Profit & Loss: Note that a Profit & Loss statement has been attached to the November Board Packet
* Financial reports: Not available at this time.
* Statistical report: Not available at this time.

**Old Business**

* **Exit Checklist into Policy:** completed at the last Board meeting.
* **Staff changes:** nothing new to add, discussed at the last board meeting.
* **Overdrive:** Dalton explained the situation regarding the Overdrive Participation Agreement/MOU - Billing period will begin in January instead of November going forward. According to data pulled from Overdrive Marketplace for the month of October, the library had 74 checkouts. **Approval:Memorandum of Understanding and Participation Agreement: Lisa motioned to approve MOU and Participation Agreement for Overdrive 2023, Christy seconded, Motion carried 6-0**

**Committee Reports**

**Building & Equipment:** Have not met.
**Finance:**  Have not met

**Personnel & Policy:**  Met to prepare for Director Interviews. Held preliminary interviews with 2 Director candidates.

**New Business**

* **Bills For Payment – Lisa motioned to pay Bills as presented with the inclusion of check 10640 – Security Benefit Group, Christy seconded, Motion carried 6-0**
* **Holiday Hours – Closed - December 23rd – Staff unpaid,24th  - Paid, 26th - Paid, December 31st - Paid, January 2nd - Paid**

**Approval: Stacey motioned to approve, Lisa seconded, Motion carried 6-0**

* **IRA Plan – On Hold until Director in place, need more info.**
* New Board Member- Christy welcomed new Board Member, Chris Mensch.
* **Provide staff bonuses - Approval: Stacey $150 per staff member and $100 for Joyce/Arlene pending closer scrutiny of Budget, Christy seconded, Motion carried 7-0**
* **Le Loop Generator Contract: Chris made a motion to sign contract after clarifying generator oil and filter disposal and material charges, Dalton seconded, Motion carried 7-0**

***exit - Melanie Morris - 8:20 P.M.***

Library Network Refresh: Dalton spoke with Greg Gantz from NEKLS about getting the process going - Hardware licensing fee would expire in 2024, library would file e-rate in 2023, Greg would like to start the process early in anticipation of any supply chain issues, Dalton gave him the go ahead to start the paperwork. (no cost decision is necessary until more information is available)

Printer for Director Office: Board will purchase a printer for the Director’s office for the use of the Director and Bookkeeper. Dalton will set up the printer when it is purchased. No approval necessary as cost would fall well under Director discretionary spending limit.

QuickBooks: Discussion was had on whether the library might purchase another set of QuickBooks software so that Joyce might have access to QuickBooks at home for convenience and for the purpose of maintaining up to date accounting of the library’s budget and efficient paying of bills.

**Action: No further action at this time.**

Friends: Dalton mentioned the library’s upcoming Santa Visit- Friends are asking for donations of cookies and for helpers - December 17th - 11 P.M. to 1 P.M.

**Executive Session:**

**Enter:** Stacey motioned to enter into executive session at 8:10 P.M. for 20 minutes to discuss Financial matters, Christy seconded. Motion carried 6-0

**Exit:** Stacey motioned to exit executive session at 8:22 P.M ,Christy seconded. Motion carried 6-0

**Public Comments**None

**Adjournment
Approval:** **Lisa moved to adjourn at 8:49 P.M. Christy seconded. Motion carried 6-0**

**Next Meeting**The next regular Board meeting will be **Tuesday,December 27th ,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) Open Position; 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/Collection

Dalton Torneden; Secretary (03/2025) Development

Melanie Morris (03/2023) Joyce Elder; Bookkeeper

Chris Mensch (03/2026)

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

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

**Personnel & Policy:**  Stacey Schmitt 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: