

Meeting Minutes for January 25, 2021

Call to order

The regular (virtual) meeting of the Village Library Board of Trustees was called to order at 6:02 PM on Monday, January 25, 2021 by Lisa Betz.

Present

Lisa Betz, Maria Long, Lauren Nappi, Knicki Knickerbocker, Anna Carter, and Shannon Welch

The Minutes of November were approved.

Motion made by Knicki and seconded by Anna Carter. The motion passed with unanimous consent.

Correspondence

- We have been receiving donations

Director's report

- Donation Drive
 - November-December raised \$3,643
 - January 2021 brought the total to over \$4,000
- We have recieved a huge increase in our adult circulation.
- This has been our highest circulation in e-books ever
- We now have \$500 to dedicate to e-book material (all purchasing is done through the system for us)
- Judy is officially on the payroll. She has been working dilligently. She has made a big change in how the books look moving forward.
- We recieved about \$23,000 from the county.
- We are still awaiting the statefunding, but hopeful it will be arriving soon.
- We recieved an email from County about cooperative purchasing agreement. In the past we allotted \$5,000 to this, which is apart of the collection budget. Maria Long is going to move forward with the amount used last year, and will need to have the treasurer's signature to move forward.
- There was a Tree Lighting Ceremony that we collaborated with the township for in December. There were about 20 people who attended. We are hoping to have our traditional tree lighting ceremony at the library next year.

Treasurer's report

- The Report is in transition
- Maria Long was able to see a recent draft, and it is very clearly broken down into categories, making it easy to read.
- \$24,300 is our current balance

Old business

- Budget final approval
 - Between the town, county and the state, we are now going to be receiving \$93,000. This has been changed, and resubmitted to the Board. Expenditures were not changed, this leaves us a buffer and we can revisit in a few months.
 - We plan to revisit the budget in 4-6 months.
 - Motion made by Lauren Nappi and seconded by Shannon Welch. The motion passed with unanimous consent.
- November fund drive status- already discussed within the Director's Report
- Strategic Planning Committee-
 - We need to get input from the staff, and the community on where we are doing well and where we need to do work.
 - The board needs to create a list of concepts/dreams for the next five years. What are the needs that we can meet, that aren't currently being met? Who can we partner with to make this happen?
 - Lauren Nappi offered to collect ideas, condense them into a document and bring them to the next meeting for discussion.
- We need to approve policies: Collection Development, Public Services, and Emergency.
 - Small change to the renting of room policy verbiage. The other documents are good as is.
- Collection Development- Motion made by Lisa Betz and seconded by Shannon Welch. The motion passed with unanimous consent.
- Public Services- Motion made by Anna Carter and seconded by Knicki Knickerbocker. The motion passed with unanimous consent.
- Lisa Betz sent out a Cash Management Policy and a Purchasing policy to review on January 22, 2021.
- Purchasing Policy-
 - Changes to the allotted amount of money allowed by the director or staff member without board approval has been brought up. Director would be allowed \$500, and the staff would be allowed \$250 allotment.
 - The amount allotted before needing to get quotes should also be decreased from \$10,000 to \$5,000.

-Motion made by Anna Carter and seconded by Knicki Knickerbocker. The motion passed with unanimous consent.

- Cash Management Policy-

-A few changes mentioned by the book keeper are. "All cash removed and locked up at the end of each business day". Remove "Deposited within one week", changed to "as soon as possible"

-Motion made by Lauren Nappi and seconded by Shannon Welch. The motion passed with unanimous consent.

- The Board voted via email to approve staff bonuses in December.
- All conflict of interest forms need signed, we are working to make sure they are all up to date yearly.

New Business

- Vote on officers for 2021

Chair- Lisa Betz

Vice Chair- Shannon Welch

Treasurer- Debbie

Secretary- Lauren Nappi

-Motion made by Anna Welch and seconded by Knicki Knickerbocker. The motion passed with unanimous consent.

- We need to select alternate for Systems Meetings

-Alternatives have been discussed and determined depending on different dates. The Board members are going to review dates, and send Lisa Betz their availability.

- Discuss mini food pantry

-We have had wonderful support. Within the last week, there has been numerous visitors, and good feedback.

- Lisa Betz encouraged all to be a library donor, whatever that looks like in your budget.

- A book sale is a possibility, and we look forward to working to make one happen in May if possible.

Adjournment

Meeting was adjourned by Lisa Betz at 6:08. The next meeting will be at 6:00 PM in February 22, 2021.

Minutes submitted by: Lauren Nappi

Library Mission statement:

The Village Library provides resources, services, programs, and technology to enrich lives, build community, and foster success. Our goal is to help people live informed, productive lives, and empower them to contribute effectively to their communities.