**Dormann Library**

**Board of Trustees**

**Minutes**

**Tuesday, December 15, 2020**

**Present**: C. Stephenson, L. Bronson, R. Sprague, K. Mishrell, D. Shugars, T. McKinley, S. Pifer, L. Perry, L. Rumsey, and H. Schneider. T. Didrence and M. Stryker were present as staff representatives.

**Call to Meeting to Order: 5:01 p.m.**

**Adoption of Agenda**: D. Shugars made a motion and K. Mishrell seconded. All approved.

**Period for public/staff expression**: M. Stryker shared appreciation to be at the library and for L. Rumsey. T. Didrence made note of a Diversity, Equity and Inclusion collection that is circulating through the STLS system.

**Correspondence:** A card received from K. Caudill saying Thank You to the board for Christmas Gift Cards and play. L. Rumsey also shared she has a card from the entire staff.

**November Meeting Minutes:** C. Stephenson moved to approve and R. Sprague seconded. All approved.

**Library Director Report:**

* Will continue curbside unless there is a reason not to during Christmas season.
* Will continue to work with STLS on branding.
* Will look into having a phone company add a phone jack by the copier.
* Staff asked if they could carry over leave. Decided that staff can carry over 30 hours of time from 2021-2022 but cannot carry over from 2020-2021.
* L. Bronson will ask E. Mitchell and T. Simms about what was done in the past to get names on the plagues in the foyer.
* C. Stephenson moved to give staff the day after Thanksgiving and the day before Christmas off next year. D. Shugars seconded. All approved.
* STLS is recommending to get rid of old laptops with Windows 7 on them. Would like to hold off on disposing laptops until find out if received technology grant. STLS set up a special wifi for the laptops in order to decrease security risk.
* Shared information about an incident regarding a note found in the library that involved calling the police in the Director’s Report.

**Committee Reports:**

* **Building Committee**
* Received two quotes for the library roof – one for $86,000 and one for $35,000. Will likely use the lower quote. Can wait until 2022 so can be put into budget.
* Security System – Have received quotes. There was discussion on getting a system. It was decided to get a system, but not sure which one. K. Mishrell moved and H. Schneider seconded that we will move forward with installing a security system at the library not to exceed $7,500 ASAP. All approved. D. Shugars offered to provide support to L. Rumsey on what system to go with.
* Fire Alarm – Received quotes on heat detector, smoke detector, and other equipment. Decided to go with option 1 to get up to code and will look at updating the panel later on. When the smoke alarm company does come, K. Mishrell would like to be present to learn more about the issues. L. Rumsey will call back company and ask for option 1.
* **Budget and Finance**
* A lot more profit in 2019 than in 2020 because of a large bequest from 2019. Things are still looking fairly normal budget wise.
* Have some investment gain that was not budgeted for in investment funds.
* Received a retention credit from the government for keeping employees and not doing a PPP loan.
* **Legal –** no report
* **Personnel** - no report
* **Public Relations –** kudos for ugly mask contest.
* **Lifelong Learning –** no report

**Old Business:**

**New Business:**

* **Staff Handbook –** C. Stephenson moved to approve and H. Schneider seconded. Staff Handbook was approved.
* **Reorganization Meeting in January –** Board is asked to sign up for committees. L. Bronson will send out list of committees.

**Period for Public/Staff Expression:** T. Didrence expressed appreciation for getting security system. T. Didrence asked for clarification around vacation time and when it will be received. T. Didrence also asked if extra funds from budget gets carried over to next year and H. Schneider provided clarification. M. Stryker thanked the board for the opportunity to be on the call and is weeding books for the Book Barn.

H. Schneider moved to go into Executive Session and K. Mishrell seconded at 6:00 p.m. Approved unanimously.

R. Sprague moved to go back into Regular Session and K. Mishrell seconded at 6:35. Approved unanimously.

D. Shugars moved to approve the new 2021 budget amendments and K. Mishrell seconded. Approved unanimously.

D. Shugars moved to approve the 2022 budget with amendments for Paid Time Off and coverage and for merit raises and C. Stephenson seconded. The budget includes a 5% tax increase. Approved unanimously.

C. Stephenson moved to adjourn meeting at 6:38 p.m. and K. Mishrell seconded. Approved unanimously.

**Next meeting: January 19 at 5 p.m. via Zoom.**