**Dormann Library**

**Board of Trustees**

**Minutes**

**Tuesday, June 15, 2021**

**Present**: C. Stephenson, L. Bronson, R. Sprague, S. Pifer, H. Schneider, L. Zawrotny, T. McKinley, E. Simms, and L. Rumsey. B. Kretchman was the staff present.

**Call Meeting to Order: 5:05 p.m.**

**Adoption of Agenda**: C. Stephenson made a motion and L. Zawrotny seconded. All approved.

**Period for public/staff expression**: No public present.

**May Meeting Minutes:** R. Sprague moved to approve and E. Simms seconded. All approved.

**Correspondence:** Letter of resignation to the Board of Directors from R. Lysyczyn. R. Sprague will do an exit interview and there will be a lunch and dessert on June 30th to celebrate her retirement.

**Library Director Report:**

* Received a letter from Utica Insurance that deductible is increased and coverage decreased. L. Rumsey will reach out to Taggart’s (the broker for Utica) to find out more details. Discussed having someone from Taggart insurance on the Board of Directors.
* Will encourage patrons to eat by the café.
* Discussed the rental agreement between the library and Pro Action. L. Rumsey will let Pro Action know that the library is looking at the lease and discussing plans for 2022.
* Empire Room reservations – will put form on website. C. Stephenson made a motion and R. Sprague seconded to amend the policy so that people can reserve room with a phone call and then fill out the form when they come in. All approved.
* Will charge for the Empire room if being used by a for-profit at $30 an hour. Nonprofits will be charged $15 if they are charging for an event. Nonprofits are free if not charging for their event. Will also charge a $15 cleaning fee if event has food.
* L. Rumsey would like to amend technology grant to have ten thin clients and a new laser printer at $350. Would also like to purchase some hotspots and laptops. The grant mandates a 50/50 match. Would stay within the same budget, but would amend the equipment being purchased. Will also have to pay for installation and warranty.
* Need board members help in the Book Barn for first two Saturdays in July (the 3rd and 10th) from 10 a.m. – 2 p.m.
* Money from Arts Council Grant that was received last year, needs to be used this year for the same project that was asked for in the grant.
* $273 extra can be used for the summer program that was made from a fundraiser from last year.

**Committee Reports:**

* **Building Committee** – K. Mishrell not present but L. Bronson gave report.
* Roof can start after July 1, 2021.
* Two holes in grounds past sidewalk before the music garden. C. Stephenson will show L. Rumsey to see if P. Langendorfer can fix.
* **Budget and Finance –**
* Currently under budget.
* Went over Proposed Budget sheet. H. Schneider will add that we are asking for a 5% increase from a budget that had a 1% decrease in 2021. Technically we’re asking for a 4% increase. The 5% increase is only $17,000 and minimum wage went up. L. Rumsey will add to the back of the sheet library programs and other things from C. Berry’s files.
* **Legal –** No report.
* **Personnel** – No report.
* **Public Relations –** Will do a press release on the kindergarten virtual library visit. Will have a library open house in September.
* **Lifelong Learning –** No report.

**Old Business:**

* **Budget Vote Planning** – Public Meeting will be July 20 at 5 p.m. Would appreciate board members there. Budget vote is July 22.

**New Business:** None

**Period for Public/Staff Expression:** None

**Executive Session** – H. Schneider made a motion to go into Executive Session and E. Simms seconded. All approved to go into Executive Session at 6:33 p.m. R. Sprague moved to go out of Executive Session and C. Stephenson seconded. All approved at 6:54 p.m.

Meeting ended at 6:55 p.m.

**Next meeting: July 20 at 5 p.m. in person.**