**Dormann Library**

**Board of Trustees**

**Minutes**

Tuesday, October 19, 2021

**Present:** L. Bronson, R. Sprague, S. Pifer, H. Schneider. L. Zawrotny, L. Perry, E. Simms, D. Shugars, K. Mishrell and L. Rumsey.

**Call Meeting to Order:** 5:03 p.m.

**Adoption of Agenda:** S. Pifer made a motion and K. Mishrell seconded. All approved.

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

**September Meeting Minutes:** L. Perry moved to approve and R. Sprague seconded. All approved.

**Correspondence:** None.

**Director's Report** –

* All trustees received a completed version of the Strategic Plan this month.
* Book barn exceeded goal of $4,000.
* Café open with at least a day of volunteers each week. Now that we are working with volunteers, we need a cash management policy for the café to ensure checks and balances in place for the volunteers. We will begin with an immediate system where another employee signs off on the cash as the café closes each shift.
* L. Rumsey shared her Director’s Report, highlighting the need for some items for our monthly drawings.
* L. Rumsey secured a COSAC grant for $1,000 allowing us to bring large print books to area nursing homes.
* Staff continuing to work through policy manual. On track for Board approval

**Committee Reports**

Building Committee- K. Mishrell

* Cameras are working fine by the dumpster behind the Bookbarn.
* Some of the exterior lights are not working properly.
* Roof is coming along nicely.
* Snow Removal- Seeking quotes for this season
* Lawn Service-Seeking quotes for next season
* Clean Up- November 11, 2021 from 10-12

Budget and Finance- H. Schneider

* Reviewed the written report
* Investments down a little- in line with what is happening across the country
* All data entry is on track
* We will need to move funds from the Lifetime Learning Fund account for the remainder of the roof payment. L. Bronson will contact Community Bank tomorrow about the process.

Personnel – R. Sprague

* Putting together a contract for L. Rumsey. The current contract has the outline for terms moving forward, so this contract will reflect the intent to move forward another year.

Public Relations – C. Stephenson

* No report

Lifelong Learning

* No report.
* Seeking a new lead for this team.

**Old Business**

* None.

**New Business**

* We will have Janet Arnold and Kristopher Hacker from Community Bank next month.

Period for Public/Staff Expression

* No public present.

Adjourned at 5:40 pm.

**Next Board Meeting**

* November 16, 2021