

CFL Regular Board Meeting
November 17, 2021 - 7:00 p.m.
Meeting Minutes

Board Members

Present: Diane Ames, Mike Anderson, Vivian Bosch, Julie Campbell, Liz Cole, Dale Davis, Kim Hay, Kathleen Hennessy, John Hoeschele, Mark Martin, Lauren Mossotti-Kline, Georgette Ogle

Excused: Myron Walter, John Whittleton

Absent: Bryan Riccardi

Others Present

Staff: Director Jen Graney, Theresa Mekeel (Asst to the Director)

1. **Call to order:** The meeting was called to order at 7:03 p.m. by President Bosch.
2. **Interesting Library Fact:** President Bosch presented information on what the Lamp of Knowledge above the door of the Library represents. Derived from the ancient Egypt ankh which resembles a cross, except with a loop instead of the top arm, it is a sacred symbol of life. It was modified into the lamp of life with its eternal flame of knowledge. The lamp of knowledge is the official symbol of the nursing profession and of high education. For the library, it signals our efforts to empower the public through free and open access to information and resources.
3. **Meeting Minutes**
With two requested wording updates, Trustee Hoeschele moved to approve the October 20, 2021 Meeting Minutes; Seconded by Trustee Ames. Motion carried.
4. **Financial Statements**
Following the October board meeting, Business Manager Lorri Moore explained that the discrepancy in the Morgan Stanley amount between the Financial Position and the MS Dashboard was due to the MS data not being available at the time the Financial Position was run. A reconciled report was provided to the board on 10.20.21.

Trustee Hennessy made a motion to accept the financial reports for October 2021 and the reconciled September Financial Position. Seconded by Trustee Mossotti-Kline. Motion Carried.
5. **Director's report**
 - a) Jen shared that the bookplate has been updated, with input from the marketing committee, with the "Lamp of Knowledge". The line drawing, based on the motif above the library's front door, was done pro bono by her brother –in- law. These will be printed in-house on self-stick paper.
 - b) Dial-a-Story offerings have been updated. Sub-menus and greetings were also recorded. Number of calls received for Dial-a-Story can be found in the Director's Stats.
6. **Committee reports**
 - a) **Executive**
President Bosch said it was made known to the committee that they are unable to do an official vote via email. They can get a consensus via email and do an official vote at the next Executive session.

b) Development/Grants/Marketing Committee

The committee will use the new bookplate design in a fundraising activity. Patrons can make a donation to CFL and their loved one will be honored with a personalized bookplate, placed in a book already in the collection.

c) Finance

The committee will be presenting the proposed 2022 budget during tonight's meeting.

The committee discussed going over the tax cap. They recommend waiting another year, for the vote in May 2023, and using that time to "market" to the community the need for increased funding to cover minimum wage increases and inflation.

The committee will consider the option of moving to electronic payment when feasible (e.g., setting up ACH for recurring payments such as RICOH) where using a credit card is not allowed. Electronic payments could save the library money by reducing Lorri's time, postage costs, and cutting back on the # of checks written.

c) Friends

The Friends will be sponsoring notary services at the library on Saturday, November 20. There will be no charge for this, but they will accept donations.

The Friends book sale is planned for Friday, December 3 and Saturday, December 4 during regular library hours.

d) Nominating

Dale Davis has announced his resignation from the Board, effective November 19, 2021.

The committee will be presenting the slate of officers, trustees and exec committee at tonight's meeting.

7. Old Business

There was no Old Business to discuss.

8. New Business

- a) Vote to use \$2500 from Trustee Building Repair Funds for the temporary fix to the roof/parapet to prevent further deterioration and water damage.

This temporary fix would hopefully last for 1-2 years.

President Bosch made a motion to use \$2500 from the Trustee Building Repair Funds for the temporary fix to the roof/parapet. Trustee Hennessy seconded. Motion carried.

- b) Vote for delayed library opening on MLK for staff training.

Jen would like to offer a more extensive staff training day than the usual 30 minutes we use for staff meetings. Training would be held 9:30 – 11:30 a.m. and the library would open at 12 p.m. on Monday, January 17, 2022.

Trustee Hay made a motion to delay library opening on MLK day, January 17, 2022 to allow for staff training. Trustee Mossotti-Kline seconded. Motion carried.

- c) Vote on the proposed 2022 budget

Significant changes include:

- having the debt repayment line separated from Operating Expense
- payroll expense is decreased even with the 5.6% increase of minimum wage workers and 4% increase of other staff members due to Lorri Moore making the transition to contractor (bookkeeper) from employee (Business Manager), and the elimination of the library maintenance technician position.

-building expense is increased because of the addition of recurring expenses, and tasks previously performed by the library maintenance technician (cleaning, lawn mowing and maintenance, handyman tasks, etc.).

-the 2021 ERTC Funds have been added below the line. These are expected sometime in 2022 and will be split equally over the next four years (2022 – 2025 budgets).

Trustee Hoeschele made a motion to approve the 2022 budget. Trustee Hennessy seconded. Motion carried.

d) Trustee Ames made a motion to accept, with regret, the trustee resignation of Dale Davis effective 11.19.21. Seconded by Trustee Hay. Motion carried.

e) Presentation of slate of officers, Exec Committee and Trustees for 2022.

For Trustees (all current members of the Board) – terms run through December 2026

Vivian Bosch

Liz Cole

Julie Campbell

For Officers – terms run through December 2022

President: John Hoeschele

Vice President: Lauren Mossotti-Kline

Financial Officer: Mark Martin

Secretary: Vivian Bosch

For Executive Committee – terms run through December 2022

President: John Hoeschele

Vice President: Lauren Mossotti-Kline

Financial Officer: Mark Martin

Secretary: Vivian Bosch

5th Trustee: Kathleen Hennessy

The ballot will be voted on at the December 15, 2021 meeting. Because we are meeting via Zoom, the vote on the ballot can be done by unanimous consent.

f) Vote on Borrowing Policy

Jen presented a Borrowing Policy. There is not one currently in place.

In a move to provide equitable access, this policy would relax the rules for signing up for a library card by allowing limited borrowing privileges for patrons without proof of address on the day of sign-up. It also makes available a Good Faith Payment Plan which would provide limited borrowing privileges to patrons who would like to make a good faith attempt to pay down their fine balance. There would no longer be any charge for replacement library cards (previous the first replacement was free and there was a \$1 charge for replacements thereafter). Paper registration cards would no longer be used.

Trustee Campbell made a motion to adopt the Borrowing Policy. Trustee Hay seconded. Motion carried.

g) Vote on revision to Director’s Discretionary Fund

Changes include wording on how the fund is created and an addition of the responsibility of the Director to inform the Board at the next regular Board meeting of purchases exceeding \$250 that were made using the Fund.

Trustee Hoeschele made a motion to approve the revised Director’s Discretionary Fund Policy. Trustee Hennessy seconded. Motion carried.

9. The next Board Meeting will be held Wednesday, December 15, 2021 at 7:00 pm

10. Trustee Ames made a motion to go into Executive Session. Trustee Mossotti-Kline seconded. Motion carried. Regular Meeting adjourned at 7:55 p.m.

Respectfully submitted,
Theresa Mekeel, Assistant to the Director

Executive Session:

All trustees present at the regular board meeting and the director were present. The director left the meeting after agenda item #1.

1. Director's Evaluation: The director and trustees were given the opportunity to discuss the director's recent evaluations. Jen thanked the board for their feedback on the evaluations. There was no other discussion.
2. Director's 2022 Salary: Trustee Hennessy moved to give the director a 4% increase plus two additional vacation days. Trustee Martin seconded. Motion carried.
3. Potential Board Candidates – Nominating Chair Ames shared the names of several potential board members.
4. Holiday Gift Cards – Trustee Ames moved to purchase gift cards for staff (\$50 for full-time; \$25 for part-time). Trustee Hay seconded. Motion carried.

Executive Session adjourned at 8:15 p.m.

Respectfully submitted,
Diane Ames, Board Secretary