

**Virtual Library Board Minutes**  
**Thursday, September 23, 2021**  
**7:00 am**

Due to the COVID-19 pandemic, the Library Board will hold its meeting as a virtual meeting. The Library Board will **not** meet at the Library. Rather, members of the Library Board and staff will join the meeting by using Zoom via a computer, tablet, or smartphone, or by calling into the meeting using their phones, as described immediately below.

Members of the public can also join the meeting by using Zoom via a computer, tablet, or smartphone, or by calling into the meeting using their phones, as described immediately below.

Topic: **Virtual Library Board Meeting Sep 23, 2021 07:00 AM** Central Time (US and Canada)

Join Zoom Meeting <https://us02web.zoom.us/j/6957671486?pwd=aEp0dGRhWGpVQnp2RG11blpydHYyUT09>

Meeting ID: 695 767 1486 Passcode: 081540

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Meeting ID: 695 767 1486 Passcode: 081540 Find your local number: <https://us02web.zoom.us/j/6957671486?pwd=aEp0dGRhWGpVQnp2RG11blpydHYyUT09>

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**Meeting called to order at 7:05**

**Present:** Bullette, Leary, Maguire, Ott, Salerno and Director Williams

**Absent:** Craft and Halverson

**Guest and Public Comments:** Youth Services Librarian Hannah Klapperich-Mueller

**Motion to Approve of Minutes from August 27, 2021 was made**

**Motion was seconded**

**Result of Vote-all in favor**

**Treasurer's Report:**

- Approval of library bills all bills up to date and credit card bill approved and submitted for payment
- Endowment Fund update \$240,000 at beginning of August \$243,646 at the end of August, market has been down in September

**Director's Report** system-wide RFID may be one use of the ARPA collaborative grant, would be used for checking out books and remaining current on inventory, our current check out machines will read RFID

**Review & Discuss**

- Consider closing library Friday, October 22<sup>nd</sup> from 9 am to 1 pm for staff in-service. No in services have been held since the start of the pandemic, focus on inclusivity and harassment training

**Motion to approve closing library Friday, October 22<sup>nd</sup> from 9 am to 1 pm for staff Inservice**

**Motion was Seconded**

**Result of Vote-all in favor**

- Consider computer and printer tables quote: current tables buckled when they were moved out of the computer lab

**Motion to approve computer tables and printer table purchase using \$\$5,361.49 from the fund balance**

**Motion was Seconded**

**Result of Vote-all in favor**

- Consider capital request/budget changes for 2022-operating budget was presented to Village, there will be a budget shortfall next year, roof comes up for replacement in 3 years

**Motion to approve changes to capital budget requests for 2022, including delaying proposed expenditure for carpet for central area of Library and under stacks until 2023 (Library interior projects)**

**Motion was Seconded**

**Result of Vote-all in favor**

- Consider updates to Library Employee Guidelines

**Motion to approve proposed updated Library Employee Guidelines as set forth in revision document**

**(attached) except insert the word “current” prior to “applications” on p. 6 of proposed changes and change “January 18” to “Martin Luther King, Jr. Day” on Holidays list**

**Motion was Seconded**

**Result of Vote-all in favor**

- Consider updates to Evaluation Process document-document says that there will be a formal evaluation at 6-month mark, St

**Motion to approve updated Employee Evaluation Explanation document as presented except retain language “Informal meetings are expected to occur at various times throughout the evaluation period” in paragraph 2.**

**Motion was Seconded**

**Result of Vote-all in favor**

**Future Agenda Items** Director’s review and evaluation Bullette, Halverson, and Salerno will set a date to meet as Personnel Committee

Potential review of position descriptions in closed session

Next Meeting October 28, 2021 at 7 am.

**Motion to Adjourn was made at 7:52 am**

**Motion was seconded**

**Result of Vote-all in favor**