

Dundee Library Board of Trustees Minutes

August 21, 2023 Retreat 10am- 2pm

Cobblestone Springs Retreat Center

Mia called the meeting to order at 10:03am.

Roll Call/Quorum-

Mia Clemens, Helen Lawson, Risa Howell, Caryl Sutterby, Linda Nichols, Darla Hill, Mark Chamberlain, Marie Krause          Absent - Taylor Sullivan

Minute additions/approval-

Additions: Marie Krause was in attendance last month and the date the Patron Code of Conduct was approved need to be added to the the minutes of the July 17th meeting. Motion to approve the July 17, 2023 minutes with these 2 corrections was made by Risa and seconded by Darla. Passed.

Public Comment- None

Committee Reports

Financial Reports/Monthly Expenditures -

Concert series has been successful and the last scheduled performance is this week. Barber Shop group has not been officially set yet. Motion to approve the financial reports was made by Helen and seconded by Mark. Passed.

Director Report-

Sept.13 program by Derek Maxfield on his book about William Tecumseh Sherman

Oct. 7 - Poets from Burdett

Oct. 17 - Accessible Adventures with Our Town Rocks

Nov 16-17 - FLX Gives

October Give Back - collect Winter clothing

Visit from Living Well asking to do programs for Dundee which we cannot really support.

New Business -

Budget - Pay raises: Motion was made to approve a \$.25/ hour pay raise for PJ to take effect January 1, 2024 by Darla and seconded by Helen. Passed. Motion to approve a \$.15/ hour pay

raise for Merritt and Linda to take effect January 1, 2024 was made by Caryl and seconded by Risa. Passed.

Board Meeting Schedule - A motion to approve the change of Board meeting dates and holiday dates for the 2024 calendar year was made by Darla and seconded by Risa. Passed. (Schedule attached)

Policy Reviews -

The Display and Postings Policy was reviewed. A motion was made to approve this policy on August 21, 2023 by Caryl and seconded by Darla. Passed.

The Computer Use Policy was reviewed. It was decided that the requirement to have a current library card should be deleted. Tabled for approval next month.

The Wireless Internet policy was reviewed. A motion to approve this policy was made on August 21, 2023 by Mark and seconded by Helen. Passed.

The Social Media Policy was reviewed. A motion was made to approve this policy on August 21, 2023 by Darla and seconded by Risa. Passed.

Employee Handbook 2023 - We reviewed the handbook and recommended the Bereavement Section should be added deleting Aunts and Uncles. Also changes should be made regarding advanced notice for vacations. Changes will be added and approval was tabled until a relook next month.

A motion was made to appoint Trinity as a replacement for Merritt while she takes sick leave. She will work after school as needed at minimum wage. Motion was made by Helen and seconded by Risa. Passed.

Old Business- None

Adjourn - A motion to adjourn at 11:34 am was made by Darla and seconded by Mark. Passed.

Marie Krause

Marie Krause (Substitute Secretary)

August 21, 2023

Date

Next meeting September 18, 2023 at 5:00pm