

Minutes of the Dundee Library Board of Trustees Meeting December 21, 2020

Mia called the meeting to order at 5:10pm.

Attendance: Mia Clemens, Alida Dombroski, Darla Hill, Sheree LaMountain (via Zoom), Randy Rucker, Caryl Sutterby, Director Linda Nichols, Amy Fleet. Excused: Heidi Fryberger, Mary Mahiques

- Agenda approval- Darla made a motion to accept the agenda with added section of Executive Session. Seconded and passed.

Minutes Approval:

- Caryl made a motion to approve the November 2020 minutes with the following corrections: FLX gives- The donations made online were matched by an anonymous donor. Plus \$100 from FLXgives. Seconded and passed.

Construction: The inside work is mostly done. The lift will be put in soon. The automatic door is in. The office has been moved into the new space and Amy has moved all the children's books and furniture into the new room. The company cleaned up today. Linda suggested we wait to buy new furniture until after paying the last construction bill to see what funds are left. The arched windows have been painted white to encapsulate the lead paint and they have been hung in the new community room. We have a new screen and a projector that is Wi-Fi. The fiber is moved and all wiring is downstairs. The checkerboard floor has to be reworked because the border was left out.

Financial report: See Attached.

- Caryl made a motion to accept the Building Fund, Money Market Account, Concert Series, General Fund Register, General Fund Reconciliation, and Budget vs. Actual for Gen. Fund and Profit and Loss reports for October. Seconded and passed.

We will not be in the red at the end of the year.

Sheree is willing to sign checks at her house (due to health reasons) while Darla will be in Florida.

Endowment Fund: They are looking for a financial person who will help us with this committee.

Summer Concerts: No report

Director's Report: See attached. STLS will hold a virtual meeting to present a session on Trustees Roles and Responsibilities on March 28th from 4-5 pm. Please let Linda know if you are interested.

We are getting the new computers for the public to use by the first of the year. We can save the old monitors. They will be available in January. People are still calling for half-hour appointments to search for books, make copies, or to send faxes.

Youth Services report: see attached report. Amy plans to apply for a Walmart grant to purchase books about disabilities. She will apply for a Dollar General grant to purchase juvenile and young adult books.

Unfinished Business: Strategic Planning- Alida made a motion to adopt the 2021-2024 Strategic Plan. Seconded and passed.

Mary Mahiques' one year term to finish Kay's term has expired. Mary has decided not to sign up for another term on the board.

The nominating committee presented the following slate of officers for 2021:

President- Mia Clemens
Vice President – Sheree LaMountain
Secretary- Heidi Fryburger
Treasurer- Darla Hill

Randy made a motion to accept the slate of officers for 2021. Seconded and passed.

New Business: STLS recommended that the library adopt a Pandemic Operations Plan that will be available to the public. Linda used the state template to make our plan official and add anything needed. We reviewed the plan and Linda explained it.

- Randy made a motion to approve the plan. Seconded and passed. The plan will be on file in the library.

Executive Session:

- Darla made a motion to go into Executive Session at 5:42pm to discuss personnel. Seconded and passed.
- Caryl made a motion to come out of Executive Session at 5:48pm. Seconded and passed.
- Darla made a motion to give a \$1,000 bonus to Linda Nichols and a \$1,000 bonus for Herb Carpenter for all the extra work they have done over the course of the construction. Seconded and passed.

Mia had a note from STLS that Carol Miller, a past president of STLS, made a \$100 donation to the STLS Foundation in memory of Jan Sullivan. The Foundation helps local libraries to respond to community needs.

Mia thanked Alida Dombroski for her 5 years as a trustee on the board as her term comes to an end.

Amy recommended that a letter of thanks be sent to ACP for their work and because of all of the extra job favors they did for the library when requested, and to place an ad in the newspaper thanking ACP.

Randy made a motion to adjourn at 5:57pm. Seconded and passed.

After the meeting the trustees toured the new construction.

The next meeting will be January 25th at 5pm at the library.

Respectfully submitted,

Alida Dombroski, Secretary