

BEECHER COMMUNITY LIBRARY
Monthly Board Meeting
Tuesday, April 20, 2021 7:00 PM

The meeting was held in the Meeting Room at the library.

TRUSTEE ROLL CALL: Biery, present Bunte, present Czarnecki, present Sailer, absent, Stamper, present Wehling, present.

Jill Grosso, Vicki Squier, Dawn Gess, Sharon Grigas and Richard Kerber were also present.

Additional Agenda Items

Jill requested the board hold executive session tonight.

Shirley introduced Mr. Richard Kerber, newly elected Library Trustee... everyone introduced themselves & welcomed him.

SECRETARY'S REPORT

Minutes from the March 16, 2021 meeting were reviewed. Following review, Bunte moved to accept minutes as presented, seconded by Wehling.

Biery, yes Bunte, yes Czarnecki, yes Saller, A, Stamper, yes Wehling, yes.

Motion passed.

TREASURER'S REPORT

Bunte presented the Treasurer's report & Financial recap. Following board review, Czarnecki moved to approve both reports, seconded by Stamper.

Biery, yes Bunte, yes Czarnecki, yes Saller, A, Stamper, yes Wehling, yes.

Motion passed.

The February Outstanding Bills were reviewed.

Following review, Wehling moved to approve payment of Outstanding bills for April totaling \$23,223.76, including additions, seconded by Czarnecki.

Biery, yes, Bunte, yes Czarnecki, yes Saller, A, Stamper, yes Wehling, yes.

Motion passed.

The Budget Comparison was reviewed and found to be sound.

DIRECTOR'S REPORT

- Statistics generally remain steady with some highs & lows. Checkouts, 1406: Media On Demand, 385: Tumblebooks are steadily climbing.

- Jill announced Celia's resignation. A copy of her resignation letter was included in everyone's board packet.

Jill is interviewing prospective candidates for 3 open positions. Shirley sat in on interviews today & Jill believes she has 3 promising prospects. Until replacements are hired, Shirley & Kathy volunteered to fill-in where necessary.

- As of May 1st, regular pre-Covid hours will resume. The Book Discussion group and the Knitting classes will also resume.
- Jill is planning a simplified Summer Reading Program this year. Buddy's is closed, so there will be no coupon awards this year, unless she can find an alternative. Jill would like to have 2 or 3 children's programs this summer.

CORRESPONDENCE

- Shirley shared a letter to Celia, which the board will sign, thanking her for 14 years of service at the library.
- A letter & payment to Raul Rodriguez, Snow removal contractor. The letter thanks him for his excellent work, & reminds him to always use our PO Box in future mailings.
- A letter from Fire Chief, Joseph Falaschetti thanking us for our support & for allowing their staff to use our parking lot during the construction at the fire station.

COMMITTEE REPORTS

Building/Grounds: Shirley will give her report in GENERAL.

Housekeeping: Kathy reports the Cleaning Crew is back on schedule. Catching up after a year+ of renovation in the library will take time, but everyone is committed. The Mechanical room is in need of a deep clean, as is the upstairs. New vacuum is needed.

Landscaping: Michelle & her husband Mark have done a great Spring cleanup outside.

Schools: Jennifer reports children are in school 'til 2:10 and are having lunch & recess. Dismissal is scheduled for June 2 or 3.

Social: Beverly has nothing to report.

General: Shirley reports that the library is finally returning to its normal state. All major work is finished. Our attention will now be on the outside, i.e. replacing damaged bushes, power washing porch, having a good look at the building after a rough winter.

Shirley attended the 4/19 Chamber meeting & gave the following summary:

- **Cruise Night** begins tomorrow night and on the 1st & 3rd Wednesdays thereafter.
- **Beecher Garage Sale Days**, June 17,18,19.
- The Village is planning a '**4th in the Fall 2021**' Memorial day weekend celebration. The fest will include Fireworks, Rides, Music, Beer Tent, Food, Bingo, 50-50 raffles & more.
- **Rt. 1 from 394 will undergo resurfacing** beginning in May.
- The **Quiet Zone for trains** will be enforced this year, no date yet.

AUDIENCE PARTICIPATION

Staffers Dawn & Sharon attended the board meeting to better understand the process of operating the library. The ladies shared that it will be difficult to replace Celia. Sharon is willing to help out in the interim when needed; Dawn can be relied on, as always.

OLD BUSINESS

The Alarm Systems are up & running, job complete. A new Fire Alarm System was also installed. Final payment is due, as per our agreement. The Fire Inspector arrived unexpectedly in April to inspect their work.

Czarnecki moved to pay DMC the \$5,402.50 balance from the Building Fund, seconded

by Bunte.

Biery, yes Bunte, yes Czarnecki, yes Saller, A, Stamper, yes Wehling, yes.
Motion passed.

Shirley explained that this payment closes the book on the Building Fund Account. The board will address options concerning the excess money in the building fund & funds in general at the next meeting.

NEW BUSINESS

- As part of the ongoing requirements for the Per-Capita Grant, the board has reviewed & discussed Chapter 2 of the *Code of Ethics of the ALA and the Public Library Trustee Ethics Statement*. Jill explained the importance of reviewing our policies on schedule every other year as per the **Governance and Administration** guidelines.

- Shirley & Kathy visited Mr. Vacuum in Bradley & purchased a new vacuum cleaner for the library. Shirley paid for the vacuum and extra bags & asked that we reimburse her for the \$514.97 cost.

Czarnecki moved that we reimburse Shirley for \$514.97 for the purchase of a new vacuum cleaner & bags, seconded by Wehling.

Biery, yes Bunte, yes Czarnecki, yes Saller, A, Stamper, yes Wehling, yes.

- Jill gave an overview of the hiring process and the progress she has made thus far. She then requested that we adjourn to executive session to discuss personnel.

- Biery moved to adjourn regular meeting at 7:42 p.m. and go into executive session, seconded by Czarnecki.

Biery, yes Bunte, yes Czarnecki, yes Saller, A, Stamper, yes Wehling, yes.

Motion passed.

Board returned to regular meeting at 8:27 pm

Biery moved that we offer the following hourly pay to new employees: Page \$11 hr., Clerk \$14, Storyteller \$12, seconded by Wehling.

Biery, yes Bunte, yes Czarnecki, yes Saller, A, Stamper, yes Wehling, yes.

Motion passed.

ANNOUNCEMENTS

- **Regular Board Meeting, May 18, 2021, 7 p.m.**

Czarnecki moved to adjourn at 8:33 pm, seconded by Bunte.

Biery, yes Bunte, yes Czarnecki, yes Saller, A, Stamper, yes Wehling, yes.

Motion passed.

Kathryn A. Czarnecki

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Secretary