

## **Minutes of Regular Meeting**

**March 8, 2021**

### **Call to Order/Roll Call**

President Earl Thompson called the meeting to order at 6:30 PM at the library. Also present were Ginni Yarbrough, Maria Rector, Craig Albaugh, Dianne Allendorf, Gloria Junge, John Cox, and Library Director Jenna Diedrich.

### **Citizen Comments**

Jenna read a request from Helen Mayberry asking that all meetings be held via Zoom as well as in person so all who wished could attend.

### **Consent Agenda**

The motion was made and seconded to approve the items on the Consent Agenda including the Bills Paid/Payable 2/6/2021 – 3/5/2021 and the minutes of the 2/8/2021 meeting with the correction to the roll call of Gloria Junge as absent. Motion carried.

### **Financial Report**

#### **Treasurer's Report**

Craig will call First Community Bank to get last month's statement sent to Jenna as it was not received.

Craig asked that an item be put on next month's agenda to rename some of the funds. After talking with Phil Lenzini, Craig said the only funds that can be called "restricted" are #1068 Reserve and funds #1031 and 1032. All other funds can be used for whatever purpose and could be called Endowment.

On p. 10 of the Financial Report it states there is a balance of \$6,820.00 for Historical Digitization. After purchasing more storage boxes, Jenna said there is now roughly \$6,500.00 remaining.

### **Friends**

The Friends will meet 3/10/2021.

The Book Sale has been cancelled for 2021, but the Wish List items will be honored.

The Friends will vote on participating in the audit on Wednesday, but it is expected they will comply with whatever is necessary. The board asked that the Friends president provide the notification in writing to Jenna. Jenna will let them know at the meeting what O'Connor Brooks needs from them, but it will be the same things the library provides for the audit.

### **Library Director's Report**

Jenna shared the statistics for February 2021.

The reopening plan for April will include the hours of 11 AM – 6 PM on Monday through Thursday and 11 AM – 5 PM on Friday and Saturday. Jenna also proposed a permanent change in hours for the Historical Room as the current hours are confusing and hard to remember for staff and patrons. Currently the hours are

1 – 5 PM on Monday, Tuesday, Thursday, and Friday, 1 – 8 PM on Wednesday, and 1 – 4 PM on Saturday. Jenna is proposing 1 – 5 PM Monday through Friday and 1 – 4 PM on Saturday. Several board members expressed that they felt the need for some later evening hours, and Craig stated that the later hours are used frequently. The board also expressed a general feeling that the Historical Room should eventually be open for even more hours at some point. It was suggested that the current hours be stated in a different way to make them clearer and that there be signage for the hours that could be read from the street. The item will be added to the next agenda for further discussion as there should be no further discussion without a motion and a second to discuss.

Larissa and Jenna are beginning to gather usage data and a survey to begin the Strategic Plan. There will also be focus groups and other analyses done.

Jenna has her director's evaluation completed and on the iPad. She will put a blank one on for board members to complete.

### **Board President's Report**

Earl continued the discussion as to the board's role versus the director's role. Jenna has the authority if there is a problem to have work completed/make purchases if the amount is not over that set by the board, without having to bring the item to the board first. She can then report to the board later what occurred. For example, there were frozen pipes in the bathroom which she took care of as needed. Jenna should not have to report to the board between meetings if there are things that she has the authority to complete on her own. Board members are not micromanagers. Sometimes the patron/board roles also become muddled. Jenna said there is a power dynamic between the director and the board which makes it uncomfortable for her to have to tell board members if they are crossing the line between the two roles. As Earl reminded the board, if there is a legitimate complaint about the director, it needs to go through the board president.

## **COMMITTEES**

### **Building & Grounds**

Ginni has turned over the project notes to Jenna to proceed with any hiring to be done.

In updates, Ginni reported that the rezoning of the heating has been completed, the tile has not yet been replaced by Knautz, there are still no estimates for the exterior work, there is no update on the egress window, and the conservator for the fireplace will be here March 11.

Another batch of papers is ready to go to Northern Micrographics. This will include the Couriers and Jeffersonians so they are on a separate disc. The invoice will go to the Galena Foundation.

### **Finance**

### **Human Resources**

### **Policy**

The board will meet at 5:30 PM on April 12 to review the suggested revisions/additions to the Employee Handbook. The regular meeting will follow.

## **Unfinished Business**

### **New Business**

The motion was made and seconded to change the date of the regular May board meeting from May 10 to May 17. Motion carried.

The meeting cannot be held earlier than the 17<sup>th</sup>, or the new trustees could not be sworn in until the June meeting.

### **Motions, Resolutions, Ordinances**

### **Closed Session**

### **Items for Next Agenda**

Historical Room Hours

Possible adoption of the Employee Handbook

Account Name Changes

Closed Session for Director Evaluation and Employee Pay

### **Announcements**

LitFest had 223 attendees for 6 virtual programs. This was up 8 attendees from 2020. There were attendees from all around the world, with "The Game is Afoot" having the most attendees. The presenters did not charge as the programs were presented virtually.

### **Adjournment**

The motion was made and seconded to adjourn the meeting at 7:55 PM. Motion carried.

The board will meet at 5:30 PM at the library on April 12, 2021 for review of the Employee Handbook with the regular meeting to follow at 6:30 PM at the library.

Respectfully submitted,

Dianne Allendorf

Secretary