Franklin Grove Public Library

Regular meeting of the Library Board of Trustees

Tuesday, May 10, 2022 at 6:30 p.m.

**Call to order- at 6:30 p.m.**

Attendance- Trustees: Ruth Newcomer, Geri Twardowski, Susie Murphy, Marilyn Spangler, Leigh Delhotal, Patti Forrester, Barb Simpson Director – Amy Runkle

**Public comments** –

Roll call vote: 7 yes 0 no

A. Approval of Minutes –Motion by Ruth Newcomer, 2nd by Marilyn Spangler Motion Approved.

B. Treasurer’s Report – File for audit. Motion by Susie Murphy, 2nd by Leigh Delhotal. Motion approved with a Roll Call vote yes = 7, no=0

C. Ratify Bills for May. Motion by Leigh Delhotal, 2nd by Barb Simpson Motion approved by a Roll Call vote Yes= 7 No=0

Directors Report: Johns Controls presented a quote for a new Fire Panel quote #1 dated 5/9/22. Director will be absent from June 6-10 for Directors University in Springfield Form 990-N for the libraries tax exempt status. Library fines have been reinstated. 42 Tech updated computers, as well as took patrons off of small printers, so now documents will be printed at main copier. Currently a new service program has begun of delivering materials to homebound patrons. Library programs have been well attended in the past month. Seasonal Hire – The Director has hired a college student to help with the summer reading program in which will start on May 18th.

**Unfinished business**

A. Personnel Policy manual updates: Changes to Custodian job description with desk duties included. A motion by Personnel Policy committee to accept as presented, 2nd by Marilyn Spangler. Motion approved by Roll Call Vote Yes=7, No=0

Change to Tiers for sick time.

* After one year of employment a part-time staff person will receive 20 hours of sick time.
* After 8 years of employment a part-time staff person will receive 30 hours of sick time.
* After 15 years of employment a part-time staff person will receive 40 hours of sick time.
* Sick time can accumulate up to and not to exceed a total of 120 hours to be used if needed while employed, but will not get paid out if employment at Winifred Knox Memorial Library is ended.

A Motion to accept as presented by Personnel Policy Committee, 2nd by Susie Murphy Motion passed with a Roll Call vote Yes = 7 No = 0

B. News Bank: $716 / Annually The consensus of trustees is to keep current subscription with revisiting subscription for renewal at this same time next year. Motion presented by Susie Murphy, 2nd by Marilyn Spangler. Motion approved as presented.

C. Memorial – Honoring the memory of trustees who have served this library. Color Benches in the amount of $650 each approve with a Roll call vote yes= 7 No=0 Trustee Susie Murphy will get these benches ordered.

**New Business**

 A. Elect individual pay while Director is away: After much discussion it was decided this is not a needed directive at this time.

 B. Art Show: The Director is taking over managing the Art Show, mailing, contacting judges, and all duties involved. The Art show will be held during the Harvest Fest on the dates of August 4th, 5th, 6th.

 C. Staff Cataloging- previously when staff passed barcode exam they received and hourly increase at that time. Director suggestions of increase amount as proposed of $.50 per hour. Leigh Delhotal proposed a motion Ruth newcomer 2nd Motion approved with a Roll Call Vote Yes = 6 No=0 Barb Simpson absent.

**Miscellaneous items**

Printing from personal computers: Information provided by Susie Murphy. To be discussed at a later time with more information from tech for the library.

**Meeting adjourned 7:56 pm**

Next meeting: Tuesday, June 14, 2022 @ 6:30 P.M.

 Finance Committee – Ruth Newcomer, Geri Twardowski

 Personnel Committee – Barb Simpson, Leigh Delhotal (Staff Policy Manual)

 Policy Committee – Barb Simpson, Leigh Delhotal, Geri Twardowski

 Building & Maintenance – Marilyn Spangler, Susie Murphy, Ruth Newcomer

 Ad Hoc Committee- Susie Murphy, Marilyn Spangler (Long range library plan).