

Lakes Country Public Library Board of Trustees Meeting Minutes: December 9, 2022

The Regular Meeting was called to order at 8:03 am. In attendance were board members Jeannine Albers (via Zoom), Jim Adamczyk, Kathleen Marsh, Linda McKenna, Lori Repinski, Deb Markusen, and Marlene Carey. Katie Esserman, Director was also in attendance.

Public presentation and comments: None

Minutes: The minutes from the October 28th, 2022, meeting were not taken. There was no November meeting.

Treasurer's Report:

The Financial Summary for October and November 2022, and Bank Statement for month of October 2022 were presented. A motion was made by Kathleen, seconded by Linda to accept the Treasurer's report. **Motion carried.**

Director's Report

- New desktops for Director and Circulation desks are needed. The emergency fund will be used for approximately \$1500.
- December 11 Katie will be attending Photos w/ Santa @ Candy Shop: 20 books for giveaway, 50 crafts.
- Winter Friendship Evening Program @ library on Wednesday December 14, 5-7pm. Hot chocolate, activities, crafts, and chance to win gift basket!
- No news from Literacy Counsel
- Quickbooks Software App- KerberRose will assist in setting up software and provide training for this accounting application to be used by Library to improve financial reports and streamline monthly accounting workload. The payment for initial purchase will be paid from emergency funds and subscriptions fees under subscription expense in future years.
- New thermometer sign is up and looking great!
- Book sale and bake sale were a HUGE success – Bake sale broke a record by receiving over \$1,000
- Donation of NA books received from Carol Lee Saffoiti-Hughes in honor of her daughter.

Joint Library Agreement

Linda and Kathy reviewed the Joint Library Agreement and compiled items for review by Board. The notable items are in the attached file. They all were discussed and noted for any appropriate actions. Specifically changing our Trustee Donations Account to Future Project Fund to match agreement; be sure minutes are distributed monthly to Town Boards; and that we have monthly meetings. Also, Katie will check on the Liability Insurance policy limits. We are complying overall and following due dates listed.

TeleMedicine Agreement by Catholic Charities

A memo of understanding was presented between the Lakes County Library and the Catholic Charities for commitment to a program which will start in 2023. Kathy moved to approve this 1year agreement, with Katie listed as the direct contact, seconded by Linda. **Motion Carried.**

Building Expansion Committee Report

The BEC is now ready for more accurate estimates on the project costs, to assist with future grant requests. A motion was made to approve the Architect to obtain estimates from a minimum of 3 building contractors for the project total costs. Motion made by Kathleen and seconded by Deb. **Motion Carried.**

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Other items – The thermometer can now reflect that 60% of total funds are collected . Reminder that you can donate by end of year to obtain a tax credit. The Stock Donation is coming in soon from Baird.

New Business

- Director requested future emailing of minutes, agenda, and other information to the Board Members. Print copies will be made at the library.
- Board Representatives Reappointment in 2023. There are 3 members who are up for Reappointment. If they are interested in remaining in their current position, they must contact the Town Boards by March so this can be approved in the April meetings.
- Personnel Committee – Kathy brought up the need for the library to have a separate Personnel Committee and would like this topic added to the future agenda,
- Meeting Times in 2023 discussed. For January, we will move meeting to third Tuesday Morning at 8 am. Board members should review 2023 calendar to see if this can be followed for the remainder of 2023.

The meeting was adjourned at 9:45 am

The next regular meeting will be **Jan 24th, 2023, at 8 am** at the library.

Respectfully submitted by Marlene Carey