

Date: Tue, September 21, 2021 7:00pm

Call to Order

Held virtually via Microsoft Teams

Meeting called to order at 7:02pm by M. Dilts

Voting Board Members:

Attending: K. Babb, S. Bednar, S. Burke, M. Dilts (President), M. Ireland (Treasurer),
L. Kier, L. Miller, L. Vescovich (Secretary)

Absent: H. Martyniuk (Vice-President)

Also Attending: C. Barrows (Interim Director), B. Lee

Welcome and Introduction of Guests

- Welcome by M. Dilts.

Approval of Minutes of Previous Monthly Meeting

- Motion to approve 08/17/2021 Monthly Meeting Minutes MOVED by M. Ireland, SECONDED by K. Babb, and PASSED. L. Vescovich to post FINAL to Dropbox and provide to C. Barrows for posting to Library Website and placing in Library hard copy files.

Current Business (Recurrent Items)

- **Interim Director's Report** (C. Barrows)
 - Requested information to update website regarding "In Person Auction Gala".
 - Public computer to be replaced.
 - Printer repaired.
 - No other comments or concerns regarding Interim Director's Report submitted by C. Barrows September 2021 or with August 2021 Library Statistics.
- **Governance Committee report** (M. Ireland for J. Costello)
 - Board Development Workshops being considered.
 - Motion to adopt Policy EL-306 (Fiduciary: Payroll Processing) DRAFT 09/21/2021 as presented MOVED by M. Ireland and SECONDED by L. Vescovich. During discussion it was noted that the proposed policy was not on the agenda and there was insufficient time for some to review. Motion to table vote until placement on agenda MOVED by L. Miller, SECONDED by L. Kier, and PASSED. Plan to have placed on next Board of Trustees Monthly Meeting agenda for vote to adopt.

- Policy EL-307 (Fiduciary: Authorizing and Making Payments) DRAFT 09/16/2021 presented. Plan to have placed on next Board of Trustees Monthly Meeting agenda for vote to adopt.
- Recommended making sure upcoming Board of Trustees Monthly Meeting agendas address strategic plan.
- **Management Committee report (M. Dilts)**
 - Have a Boy Scout planning to paint Floor 2 walls for Eagle project. Contact M. Dilts with any color preferences.
 - Continuing to discuss next step for ELANCO Library Operational Plan with goal to report proposal to Board at upcoming Monthly Meeting.
 - Continuing to address and update maintenance list items.
- **Programs & Services Committee report**
 - Need new Chair. Contact M. Dilts if interested.
 - L. Miller removed from Programs & Services Committee.
- **Marketing, Fundraising, & Special Events Committee report (S. Burke for J. Martin)**
 - “Annual Appeal” went out 08/16/2021. Has been good response.
 - Thank you letters being prepared by W. Bender for responses received to date. To be divided among those Board members that volunteered to sign-out. Goal is to sign-out by 09/17/2021.
 - “In Person Auction Gala” to be postponed to February or March 2022 due to COVID concerns.
 - Grill donation offered. S. Burke to arrange for pick-up and hold.
 - “Extra Give” scheduled for November 2021.
- **Municipality Committee report (L. Miller)**
 - L. Miller appointed Chair of Municipality Committee.
 - Preparing packet for distribution to municipalities.
 - Municipality representatives presented status of meeting with municipalities.
- **Library Director Hiring Committee report (M. Dilts)**
 - Face-To-Face interviews held recently (09/11/2021 and 09/17/2021) with the two finalist candidates.
 - Committee recommendations to be discussed during Executive Session.
- **Treasurer Report (M. Ireland)**
 - Motion to accept and file “2021-08 Finance Report” as presented MOVED by M. Ireland, SECONDED by S. Bednar, and PASSED.

New Business

- **Planning**
 - Reviewed Objective 3 of the ELANCO Library Strategic Plan 2020-2022 adopted 02/18/2020.

- **Eleanor Dissinger Award**
 - Programs & Services Committee to recommend nominee(s) for Eleanor Dissinger Award. Opportunity to recognize someone, generally a volunteer or community member, for their outstanding support of the ELANCO Library. Typically presented at volunteer event. Last award was to Allison Cuthie in 2017. Eleanor Dissinger was first librarian when the library became New Holland Library in early 1960s.
- **Correspondence Needed**
 - None in addition to those identified elsewhere.
- **Upcoming Meetings**
 - Next Board of Trustees Monthly Meeting scheduled for 7:00pm 10/19/2021. To be virtual.
- **Executive Session**
 - Motion to adjourn to executive session to discuss Library Director Hiring Committee recommendations MOVED by L. Vescovich, SECONDED by M. Ireland, and PASSED,
 - Adjourned to executive session 8:09pm
 - Returned to monthly meeting 9:04pm.
- **Library Director Hiring**
 - Motion to submit offer to Candidate 1 in accordance with terms discussed during Executive Session MOVED by M. Dilts, SECONDED by M. Ireland, and PASSED.
 - Motion to submit offer to Candidate 2 (if Candidate 1 declines) in accordance with same salary, one-time, and benefits terms offered to Candidate 1 MOVED by M. Dilts, SECONDED by L. Vescovich, and PASSED.
 - Next Steps:
 - M. Dilts to extend verbal offer to Candidate 1 as early as tonight 09/21/2021.
 - M. Dilts to coordinate with Treasurer to finalize formal initial offer letter and submit to Candidate 1 by tomorrow 09/22/2021.

Adjournment

Motion to adjourn MOVED by M. Ireland, SECONDED by K. Babb, and PASSED. ADJOURNED at 9:13pm.

Minutes by: L. Vescovich