

Date: Tue, October 19, 2021 7:00pm

Call to Order

Held virtually via Microsoft Teams

Meeting called to order at 7:03pm by M. Dilts

Voting Board Members:

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

Absent: S. Bednar

Also Attending: C. Barrows (Interim Director), A. D'Agostino, J. Costello

Welcome

- Welcome by M. Dilts.

Approval of Minutes of Previous Monthly Meeting

- Motion to approve 09/21/2021 Monthly Meeting Minutes with correction MOVED by L. Vescovich, SECONDED by M. Ireland, and PASSED. L. Vescovich to post FINAL to Dropbox and provide to Director for posting to Library Website and placing in Library hard copy files.

Current Business (Recurrent Items)

- **Increase Community Awareness of the ELANCO Library and what we offer.**
 - **Introduction of Guests** (M. Dilts)
 - Introduced Anna D'Agostino who accepted offer to be ELANCO Library Director starting 11/01/2021.
 - **Marketing, Fundraising, & Special Events Committee report** (S. Burke for J. Martin)
 - "In Person Auction Gala" postponed to February or March 2022 due to COVID concerns.
 - Grill donation being held by J. Costello.

- **Governance Committee report (J. Costello)**
 - Motion to adopt both Policy EL-306 (Fiduciary: Payroll Processing) DRAFT 09/21/2021 and Policy EL-307 (Fiduciary: Authorizing and Making Payments) DRAFT 09/16/2021 as presented MOVED by J. Costello, SECONDED by H. Martyniuk, and PASSED.
 - Dropbox to be adjusted to make Library Board bylaws and policies available to all Board Members.

- **Ensure the overall sustainability of the library as a community resource.**

- **Municipality Committee report (L. Miller)**
 - Library Board representatives to municipalities presented status of attending municipality meetings.
 - Representatives from municipalities in the ELANCO Library Service Area are to be invited to the Library Holiday Open House and Meet the Director event scheduled 6:30pm-8:00pm 12/16/2021.
 - Library information packet for distribution to municipalities to be available at the Library by late Friday 10/22/2021.

- **Treasurer Report (M. Ireland)**
 - Motion to accept and file “2021-09 Finance Report” as presented MOVED by M. Ireland, SECONDED by L. Vescovich, and PASSED.
 - Will be reviewing provision of audit services.

- **Evaluate and adapt the materials, programs and services offered for the benefit of current and potential patrons.**

- **Programs & Services Committee report (K. Babb)**
 - K. Babb appointed Chair of Programs & Services Committee.

- **District Advisory Council report (L. Kier)**
 - L. Kier appointed as the representative from the ELANCO Library Board to the District Advisory Council. Meets three times a year.
 - Reported on District Advisory Council meeting held 4:30pm 09/30/2021.
 - Next District Advisory Council meeting is scheduled for 6:00pm 01/27/2022.

- **Improve the Customer Experience, ensuring the ELANCO Library is a friendly, welcoming and community centered organization.**

- **Management Committee report (M. Dilts)**
 - Onboarding of A. D’Agostino underway.
 - Motion to grant 10 vacation days during first year of service for Anna D’Agostino (as an exemption to Policy EL-204) MOVED by H. Martyniuk, SECONDED by L. Kier, and PASSED.

- **Evaluate the culture of the workplace environment to determine ways to improve our employees' satisfaction.**
 - **Interim Director's Report (C. Barrows)**
 - On 10/19/2021, Yarnell completed replacement of the fire alarm control panel with one that connects via our internet system. Expected to resolve fire alarm monitoring communications outages the library was experiencing.
 - C. Barrows was offered and accepted new position. Last day with ELANCO Library will be 10/22/2021.
 - Have been meeting with A. D'Agostino to transfer Library knowledge.

New Business

- **Assistant Director Search**
 - Job Description being finalized by A. D'Agostino with support from C. Barrows.
 - Plan to post vacancy announcement soon.
- **Correspondence Needed**
 - Additional thank you letters to those responding to "Annual Appeal" to be signed and mailed. M. Dilts to assess and will request assistance if needed.
- **Upcoming Meetings**
 - Next Board of Trustees Monthly Meeting scheduled for 7:00pm 11/16/2021. To be virtual.
- **Executive Session**
 - Motion to adjourn to executive session **MOVED** by M. Dilts, **SECONDED** by H. Martyniuk, and **PASSED**,
 - Adjourned to executive session 8:21pm
 - Returned to monthly meeting 8:24pm.

Adjournment

Motion to adjourn **MOVED** by M. Dilts, **SECONDED** by H. Martyniuk, and **PASSED**.
ADJOURNED at 8:25pm.

Minutes by: L. Vescovich