

Minutes of Butler Public Library Board Meeting – November 9th, 2021

Minutes not formally approved until next Library Board meeting on December 14, 2021

Meeting was called to order by Charlene Benjamin at 6pm.

1. Members Present

- i. Charlene Benjamin, Andy Kristensen, Roger Benjamin, Michael Bates, Laura Meyer, Karl DeBelack
- ii. Excused: N/A
- iii. Guests: Pat Tiarks, McKenzie Richardson, Tom Sardina

2. Persons Desiring to be Heard

- i. None

3. Trustee Education

- i. Met McKenzie Richardson, the new interim manager. She went over her background, her current duties, and answered a question about her long-term future from Karl. She will not be a normal attendee at future board meetings.
- ii. Hiring a Library Director.
 - i. Michael, Laura, and Andy have conducted interviews in the past and have been responsible for hiring employees.

4. Communications

- i. 2021 Technology Maintenance and Computer/Equipment Maintenance Items
 - i. Over budget on the computer/equipment maintenance item line in the original budget; the grant from Bridges will cover the difference.
- ii. 2022 Budget Adjustments
 - i. Need to reduce budget by \$3000 per the Butler Village Board.
 - ii. Charlene identified several items that would allow the reduction to occur
 1. Possible option from Pg. 17—Avoid buying a new PC next year and purchase a cheaper kind of hard drive (spinning vs. solid state)
 - iii. Mike proposed looking for another grant to cover any remaining shortfall
 - iv. After proposed cuts to tech services/equipment, the board still needs to identify \$1400 to cut through 2022.
- iii. Bridges Grant Opportunities
 - i. Consolidated application for CARES money coming from the federal government. 4 specific opportunities; the only two that might apply to the library are opportunities for a solar bench or a privacy pod since these have less of a chance of adding to our technology costs. The library won't get a response for a few months.
- iv. Director's Report/Weekly Reports
 - i. Determined that the board will not receive a weekly director's report until the next director is hired; instead, they will receive a monthly report from the Board President.
- v. Financial Report YTD
 - i. No surprises or problems related to monthly financials.

- vi. Library Director Search
 - i. Board President is requesting one board member head the director search along with her. She did not need a decision the night of the meeting, but will be reaching out to board members in the coming days and weeks to see which board member is interested.
 - vii. Volunteer shifts at the Library
 - i. Charlene is looking for a list of volunteers that can help cover an emergency staff call-in situation. She has a few leads, but is open to anyone else volunteering.
5. **Consent Agenda**
- i. Motion to approve by Michael Bates, seconded by Andy Kristensen, motion carried unanimously.
 - i. Consideration of minutes: September 28th & October 12th, 2021
 - ii. Current Financial Report
 - iii. Circulation and Use Report
6. **New Business**
- i. Bridges 2022 Annual Addendum
 - i. Motion to approve by Laura Meyer, seconded by Michael Bates, motion carried unanimously.
 - ii. Staff Appreciation
 - i. Board approved a staff appreciation gift to be distributed to staff in December.
 - ii. Motion to approve by Michael Bates, seconded by Andy Kristensen, motion carried unanimously.
 - iii. 2022 Holiday Schedule
 - i. Adding July 2nd-4th and December 24th-26th as holiday days.
 - ii. Motion to approve by Roger Benjamin, seconded by Laura Meyer, motion carried unanimously.
7. **Old Business**
- i. None
8. **Schedule Next Meeting**
- i. December 14th, 2021 at 6pm
 - ii. Will continue to offer both Zoom and in-person meeting availability.
9. **Adjournment**
- i. Motion to adjourn by Michael Bates, seconded by Andy Kristensen, motion carried unanimously at 6:56 PM.