

**Floyd Memorial Library
Board of Trustees Meeting**

Monday, June 5, 2023 @ 6 PM in the Community Room

I. Call to Order: 6:04pm

Emily Smith-Ewing (via phone), Diane Mulvaney, Tom Byrne, Peter Sacks, Ellen Nasto, Rosemary Gabriel, Brenna Leveille

Guests: Kevin Verbese, Joan

II. Approval of Minutes – May 1, 2023 Minutes Approved

III. Friends Group Report

- June 10th at 4pm is the Friend's Garden Party, inside if rainy.
- \$5 Membership for high school students if their family is not already a member.

IV. Treasurer's Report: Tom Byrne motions, Rosemary Gabriel Seconds, unanimous

- Budget was passed by both school districts and checks are starting to come in.
- Should we move investment money toward a larger group investment firm to get better rates? The local bank is 17mo CD with a 4.5% rate.
 - Diane will follow up with other investment firms and make a decision.
- Read, A Recipe for Literacy - Ellen is working on setting up a meeting with Mary Jo Wenig to reestablish external funding. Without external funding, the board needs to determine whether or not this program can go forward and if so, under what terms.

V. Public Comment

None

VI. Correspondence

None

VII. Personnel Report

VIII. Director's Report

- Room use is increasing. Ellen will ask the Driver's Ed program to list the Library as an "also insured" on their policy for extended coverage.
- Roofer came and Ellen is waiting on an estimate and will reach out to other firms for other estimates.
 - Grants were approved but the money will be delayed until later in the year.
 - Need to spend the money within 3 years (by 2026)
- SCLS is hosting a Trustee Open House on Monday, July 10th from 3-7pm
- SCLS offers trainings including DEI and sexual harassment trainings that can be accessed.

IX. Committee Reports

- Budget & Finance

- We need to develop a policy about how/when checks are signed. The Library Director should have a second signatory. We need a third party treasurer to sign checks. Ideally- this person is not a trustee. People with oversight abilities should not be signing checks.
 - Currently, the Library Director approves checks. Then a trustee comes in to review the materials and the checks and signs.
 - We need segregation of responsibilities.

- Building & Grounds

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- Long Range Planning

- No updates

- Policy & Publicity

- Ellen has shared some policies and they are being reviewed/discussed.

- Personnel

- Ellen will begin looking into time clock programs for staff and protocols for use.

X. New Business

Trustee search/recommendations

- We need to review the Library Charter and then work on the Trustee Bylaws so that they do not contradict.
- Quantity of trustees can be a range if so desired- but all documents must reflect the same information.
- We can still recruit a new trustee member
 - Recruit through newsletter, social media, at events, CAST,

Annual meeting in July

- July 10th, 2023
- Slate of Candidates will be prepared in advance

Donation of Robert Berks “Lincoln” Bust

- Berks Estate Trustee is permanently donating the “Lincoln” Bust

Trustee Training, Kevin Verbese, SCLS Director

- A monthly personnel report needs to be added to meetings. Board must approve and hand sign the notes.
- Planning and Evaluation is very important for the role of the Board. Must carve out time for meaningful future planning and evaluation of programming.
- Every trustee needs the Charter, the Bylaws, Policies and handbook

XI. Old Business

- Diane will share out the Board email information and login information.

XII. General Discussion

- Diane appointed Tom as the Ad Hoc committee to research health insurance rates will be researched and reviewed by Tom in concert with Ellen to assess the issue overall and reassess the Library’s policy for Insurance copays. Policy will be confirmed and approved by January 2024 and employees will be notified of updates.

XIII. Executive Session Entering at 8:45pm.

- Discussion of a personnel issue related to health insurance.

XIV. Adjourn

- Mulvaney motions to adjourn. Sacks seconds. Unanimous

Next Meeting: Monday, July 10th @ 6 PM in the Community Room