WHITESVILLE PUBLIC LIBRARY

MEETING MINUTES – January 18, 2022

1. Meeting called to order at 5:57 In attendance: Karen Smith, Jan Talbett, Doreen Pensyl, Caleb Cutler
2. Public Comment – no public present for comment
3. Minutes December 2021

-minutes accepted – motion Jan, second Caleb passed 3-0

1. Director’s Report
* Part time aide hours Tuesday 2 – 6 and Wednesday 9 – 1

Will Start February 1, 2022 Motion Doreen, Second Caleb passed 3-0

-Director’s report accepted Motion by Jan, second Caleb passed 3-0

1. Fundraisers

-Bake Sale for March tabled until next meeting

-Craft and Vendor Show scheduled for May 7th – look into getting firehall

 Motion Caleb, second Jan Passed 3-0

1. Financial

-Insurance questions – looking into what is covered with our insurance

- Recommend that insurance policy information should be put in Trustee Handbook

 Motion Caleb, second Jan passed 3-0

-Financial report accepted motion by Caleb, second Jan passed 3-0

 - No Bills

1. Building and Maintenance
* Construction Grant – Generator to be installed February 3
* Camera Surveillance System – tabled

Motion Caleb, second Doreen passed 3-0

1. Policies and Procedures
* Gratuities Policy – tabled to February meeting
* Reviewed ByLaws – change meeting time to 6 p.m. Karen will retype policy with correct names and present at February meeting

Motion Caleb Second Doreen Carried 3-0

 IX. Old Business

-Record Retention – Blueprints and deed can be put in town hall safe. Other documents can be digitized. Table until next meeting.

Motion Caleb, second Jan Passed 3-0

 X.New Business

 -Change cleaning schedule to Tuesday 7:30 – 9:30 a.m. starting February 1

 Mail letter to Barb Billings

 -Snow plowing – Lucas Erdmann did not do sufficient job plowing during storm.

 Caden Hess will be called if not sufficient.

 Motion Jan, Second Caleb Passed 3-0

 Next board meeting February 15, 6 p.m.

 Adjourn meeting 7:29 p.m. Motion made by Doreen second Jan passed 3-0