**WHITESVILLE PUBLIC LIBRARY**

**MONTHLY MEETING MINUTES**

**OCTOBER 18, 2022**

1. **Call to Order**
2. 6:00 p.m. meeting called to order
3. Present: Caleb, Karen, Jan, Chris, Rebekah
4. **Public Comment** - none
5. **Special Guest Presentation** – Lori Bokan, Accounting
6. Lori suggested contacting Bysiek CPA to get on schedule for February 1 audit
7. When completing fundraiser tally sheet, clearly itemize what deposits are for:

-book donation

-basket auction

-vendor fees

1. **Accept Minutes** – September 20, 2022
2. Jan made a motion to accept the minutes as presented, Caleb seconded it. Carried 4-0
3. **Director’s Report**
4. Karen has not heard anything from DLD on length of trustee term changes. She will ask Brian about it.
5. Nobody has formally responded about position of snow removal. WCS Senior may be interested in doing it for community service.
6. Resignation of cleaner – motion to accept made by Rebekah. Second by Jan. Carried 4-0
7. Motion made to hire Angela Boyd as cleaner made by Caleb. Second by Rebekah. Carried 4-0
8. Magic Show by Cris Johnson will be held at fire hall December 17, 6 pm. No fee – paid last year.

(was postponed last year due to weather)

1. Halloween – teenager has volunteered to help pass out candy. Mary and Karen will assemble bags and request trustee help if needed.
2. Karen has concern over exact portion of sidewalk to be replaced by Payne Construction. Chris will call company to verify site, date and time.
3. **Fundraising –** none to report
4. **Financial/Budget**
5. September 2022 report reviewed. Motion made by Rebekah to accept. Second by Chris. Carried 4-0
6. Bills for Review
7. Post office box $140 for 12 months or $70 for 6 months

* There is an investigation by town board into whether or not PO Box should be free since certain town locations are “required” to have a PO Box. Some businesses in town are getting it free and others are paying.
* Motion made by Jan to pay 6 month fee only of $70 (while investigation ensues), second Caleb Carried 4-0

1. Lawn mowing bill of $160 for 4 mowings by Angela Welty presented. Motion made by Caleb to pay, second by Rebekah. Carried 4-0
2. Budget 2023 – first presentation made by Library Director
3. Armstrong Telephone went down based on amounts spent this year
4. Library purchases such as STLS Fees, Processing Supplies, Digital Books and Web Page are set amounts by STLS
5. Mileage rate is currently $.585 per mile
6. Minimum wage will increase in 2023 for library aide and cleaner
7. **Building and Maintenance**
8. Snow Removal – Discussed in Director’s Report
9. Sidewalk Renovation – Discussed in Director’s Report
10. Furnace Maintenance – Karen has talked to Tony Hilliard. Date for cleaning needs to be set
11. Library Interior Design Discussion
12. Looked at possible new tables and chairs – Keeping current board table for use of activities might be more appropriate
13. Computers – no report on which should be kept vs laptops. Karen will talk to Ken Reichman.
14. **Policy and Procedures**
15. Operating Policies – Part II of Handbook
16. Amended Policy – building/Ground use motion to accept made by Rebekah, second by Jan carried 4-0
17. **Old Business**
18. Public Survey – table until November
19. Playground replacement
20. Brian at STLS states that new playground can be purchase from any vendor
21. Bear Playgrounds illustrations provided
22. Get local information on playgrounds for next meeting

Chris – Yoders; Karen – Lowe’s/Home Depot; Jan – Amish community

1. **New Business**

Next meeting November 15, 2022 – 6 p.m.

1. **Motion to adjourn** meeting at 7:15 pm made by Chris, Seconded by Rebekah, carried 4-0