

Guernsey Memorial Library
Board of Trustees
July 8, 2021

Attendance: P. Horton, L. Chwazik, A. Eaton, P. Giltner, J. Clement, L. Mealing, P. Wolford
C. Dalrymple, K. Hazen, W. Burdick

Library Tour at 6:00 pm..

Meeting began at 6:40 pm with the introduction of Polly Wolford, the newly elected Trustee.
L. Mealing was voted the new president upon a motion by P. Giltner. 2nd L. Chwazik.
L. Chwazik was voted vice president upon a motion by J. Clement. 2nd A. Eaton.
J. Clement was voted secretary upon a motion by P. Wolford. 2nd P. Giltner.
W. Burdick was appointed to continue as treasurer.

Minutes of the June 10, 2021 meeting were approved upon a motion by P. Giltner.
2nd L. Chwazik.

Reports:

Treasurer's: W. Burdick

The fiscal year ended 6/31/21.

There is still about \$40,000 in unpaid purchase orders.

Revenue from the Cook Foundation has yet to be received.

The expensed amount is 79% while the encumbered is 84%

Finance Committee:

The Board approved the payment of the bills for the month.

The financial statement was approved upon a motion by J. Clement. 2nd A. Eaton.

Blanket Purchase Orders/ Large Bills:

Each member of the Board signed some purchase orders for the coming year.

Director's Report: C. Dalrymple

Attached

Children's Librarian: K. Hazen

Attached

Board

Updated Library Director Evaluation was distributed.

Any questions or comments should be sent to L. Chwazik.

It will be discussed and a timeline established for use at the October meeting.

A motion to cancel the August meeting was made by L. Chwazik. 2nd P. Giltner. Approved.

Unfinished Business:

Insero was chosen to do our audits upon a motion by L. Chwazik. 2nd A. Eaton.

The RFP for architects for our building project was approved upon a motion by P. Wolford. 2nd J. Clement. It will be posted on our website, advertised in the paper as well as sent to firms we know. Bids are to be received by 9/3/21. Opening at our September 9th meeting.

Proposals for Microfilming will be sought and sealed bids will be opened at the September meeting.

New Business:

The Board directory and meeting schedule were distributed.

It was decided to wait until the October meeting to decide what to do with the cash in our investment account.

Insurance for cyber crime will be added to our insurance policy upon a motion by P. Giltner. 2nd A. Eaton. Cost is about \$420/year.

L. Mealing will submit designs for a permanent outdoor lawn sign for the library in Oct. or Nov.

L. Mealing will send a letter to Scott Goodman indicating C. Dalrymple's 3.5% salary increase was approved in January 2020 and is retro-active to November 2019. He will send it to Stacey Demuro, payroll clerk..

Executive Session:

Board went into Executive session at 8:10 pm upon a motion by P. Giltner. 2nd P. Wolford.

Board came out of Executive session at 8:55 pm upon a motion by P. Giltner. 2nd P. Wolford.

Eric Foster, the new Computer Tech, will be approved for hire at the next meeting. (Sept.)

L. Mealing will write an article for the newspaper promoting the library for our great statistics in comparison to other libraries in the 4CLS. She also suggests we write letters recommending the nomination of Connie and Kim for Librarian of the Year to the American Library Association before the September deadline.

Since there was no further business, the meeting was adjourned at 9:05 pm upon a motion by P. Wolford. 2nd P. Giltner.

Jane S. Clement, secretary