

Indian River Area Library
Board Minutes
November 17, 2020

Meeting called to order at 4:45.

Present: Jim Anglewicz, Kathy Cole, Patti Brown, Patty Hull, David Hill, Elise Harrington, Jill Sager, and Helen Miller. Guest: Karen Hill.

Hull motioned to approve the agenda, Cole seconded.

Hill motioned to accept the October minutes, Anglewicz seconded.

Financial Report: Harrington moved to accept the financial report, Hull seconded.

Public Comment: Mike Ridley complimented the Library on a job well done.

Friends: Karen Hill reported that the friends would like to use the bookcase to showcase local crafts made during Covid. Wine with Friends may not happen again this year due to Covid but will still do fundraiser with a letter, as before. Friends would be willing to purchase a new laptop for the library as Sue Fisher did not think that the current laptop will have enough memory. Miller will research a new laptop and also a flag for outside to signal that the library is open.

Old Business: The note(contract enclosed) Brown wrote to Koehler Township has had no response. Hill will follow up to get a response.

The next millage meeting is Thursday, November 19, 2020.

Anglewicz listed the remaining ceramic items on Craig's List.

New Business: The swearing in of the new board will be held at the December meeting. New officers of the board were voted on.

Hull nominated David Hill for IRAL Board President, all AYE.

Hull nominated Kathy Cole for IRAL Board Vice President, all AYE.

Hull nominated Jim Anglewicz for IRAL Board Treasurer, all Aye.

Hull nominated Elise Harrington for IRAL Secretary, all AYE.

Hull nominated Jill Sager for IRAL Board Liaison to the Friends, all AYE.

Brown nominated Patty Hull for IRAL Board Member at Large, all AYE.

The new officers will be installed at the December meeting.

Hill thanked Patti Brown for all of her work on the board!!

Anglewicz discussed with Sue Fisher about library insurance. The building and contents are covered. An update on the contents will be done. He also spoke with Top O' Michigan(Misty Livermore) about Board and Director Insurance. Cole motioned that we pursue and get quotes for Director/Officer Insurance. Anglewicz, Hull, and Miller will follow up on this matter.

Brown and Cole did performance reviews of the employees.

Need to get a sub list for emergencies.

Miller shared that on August 31, 2020, she will step down from her job as Library Manager. It was decided to add 6 hours to Kelseys work week.

A committee was formed of Anglewicz, Hull, and Miller to discuss policies on vacation days, raises, and merit bonuses. They will come back to the board with their recommendations in January.

A committee was formed of Hill, Sager, and Miller to update the Director Duty policy.

The financial information laptop will be looked at to see if it will have enough memory to be of use. Anglewicz suggested a thumb drive for the financial information.

A committee was formed of Hull, Anglewicz, and Harrington to review the IRAL bylaws.

A committee was formed of Cole, Hull, and Anglewicz to review and revise the IRAL strategic plan.

It was decided to return the black and white prints to Greg Rotter and he will get them back to the owners wife.

Brown will inquire about school book delivery.

Directors Report: Holiday schedule was discussed. The library will be closed Thanksgiving Day, close early Christmas Eve, closed Christmas Day, and the Saturday after Christmas. A sign will be displayed with those hours and will be posted on the website. Fine Forgiveness day will be in December. The trees will be decorated outside the library. Christmas craft bags will be handed out.

Covid Policy for November 18-December 8(or until further notice) curbside service only. New hours: Tues-Fri 10-5 and 10-1 Sat.

Brown motioned to accept the remote work policy, Hull seconded.

Public Comment: None

Brown motioned to adjourn the meeting at 6:50, Cole seconded.