

Indian River Area Library

Board Minutes

December 20, 2022

Present: Kathy Cole, Patty Hull, Jim Anglewicz, David Hill, Jill Sager, Elise Harrington, and Kelsey Rutkowski.

Sager motioned to approve the agenda with the addition of "Closing the library" to Old Business(E), Hull seconded, and all AYE.

Hull motioned to approve the November 15, 2022 minutes, Cole seconded, and all AYE.

Financial Report: Sager motioned to approve the financial report, Harrington seconded, and all AYE.

- A. Cole motioned to approve the monthly expenses, Anglewicz seconded, and all AYE.
- B. CD Offering/Investment Update- Hull motioned to invest 30,000 in CNB CD and review performance in the new year, Hill seconded, and all AYE.

Friends of the Library Report- Mailing costs for the newsletter will be checked on and the Friends will donate up to \$1000 of that cost. One of the strategic plans is to have a yearly calendar of events.

Director's Report: Indian River Christmas was a success! The NEW BOOKS shelf has been weeded and revamped and the FICTION and NONFICTION shelves are in the process. A Fines and Fee policy is needed. The new hotspots have been delivered and we can continue service with the old ones also.

Old Business:

- A. Patti Brown Memorial-a committee will be formed to discuss plans for the memorial. A donated reading chair was discussed with Dan Brown and he will discuss it with his daughters before purchasing for the library.
- B. Street Light Reimbursement-Will wait until June to get accurate numbers of overage to determine repayment. Will also talk to the township and police department to increase accuracy.
- C. Non-residency Agreement- In January 2023 a contract renewal will be sent to Koehler Township.
- D. Policies-Hull motioned to approve the 3D Printer policy and the updated Makerspace policy, Sager seconded, and all AYE.
- E. Closing of the Library-2 people will make the decision to close the library due to inclement weather. Information will be taken from the State Police, School, and Road Commission. A policy for closing will be established.

New Business:

- A. Paid Staff Holidays- Hull motioned that the library will be closed on these observed Holidays: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Years Eve. Sager seconded, and all AYE. Anglewicz motioned that employees will be paid if their normally scheduled work day fell on an observed holiday, Sager seconded, and all AYE.
- B. Director's Contract-Rutkowski was approved for the 2023 contract. Her comp time has been increased from 20 to 40 hours. After 40 hours, additional hours may be granted upon request. Revisit Covid 19 policy to discuss PTO. Hull motioned to approve the employment contract as written, Cole seconded, and all AYE.
- C. Bid Policy- Rutkowski emailed Bob Kramer to speak with Anglewicz. The library is not a part of the sewer project.
- D. Mentor Twp- Mentor twp residents pay \$30 for a card and IRAL bills the twp for the remaining \$10. Would like to change to an annual statement.
- E. Intellectual Freedom Recap from NLC Director-Look over sheet in Board Packet and get a list of 10 people that would stand up for the library.

Public Comment: None

Board Comment: Hull praised the library assistants and Hill praised the assistants for their greeting of patrons.

Sager motioned to adjourn at 6:30, Harrington seconded, and all AYE.