

Indian River Area Library

Board Minutes

May 16,2023

The meeting was called to order at 3:35, May 16, 2023.

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

Guests: Cathy Campbell and Trudy Maves.

Public Comment on Agenda Items: None

Approval of the Agenda: Anglewicz motioned to approve the agenda, Hull seconded, and all AYE.

Approval of the Minutes: Hull motioned to approve the minutes, Anglewicz seconded, and all AYE.

Financial Report: Anglewicz motioned to approve the Financial Report, Sager seconded, and all AYE.

- A. Accept Monthly Expenses-Sager motioned to accept the monthly expenses, Hull seconded, and all AYE.
- B. Investment Update-No update at this time.

Director's Report: Rutkowski reported that the library continues to be very busy. The high school tours were completed and it was decided that the tours will be held in the fall instead of the spring and that they will be held for the kindergarten and sixth grade classes in order to catch the students as they enter each school. The newsletter is completed and ready to mail out by the end of May. Staff training days and programs were discussed for next year. The two pages were hired and the library will be looking for another library assistant as Helen Miller has resigned, but will be filling in as a substitute when needed. The summer reading program will be June 5-July 15.

Friends of the Library Report: Karen Hill has stepped down as the President of the Friends and Trudy Maves will fill her position. The Friends gave \$1000 to the library to start a seed library next spring and for ASL resources. Wine with Friends will be held in the summer of 2024.

Old Business:

- A. CLASS Investments- The account has been opened with the board members Cole(President) and Anglewicz(Treasurer) listed on the account. Anglewicz motioned to set up a 2nd MI CLASS account for our restricted program funds, Harrington seconded, and all AYE. Anglewicz motioned to transfer \$100,000 from the general pool account to the CLASS account, Sager seconded, and all AYE.
- B. Basement Cleanup- The basement cleanup project will be put on hold until August.

- C. Library Page- This was already discussed in the Director's Report.
- D. Street Light Reimbursement-Rutkowski will check into it with the Police Chief to get the meter reading in order to get the correct reimbursement.

New Business:

- A. Library Assistants- Already discussed.
- B. Building Maintenance Contract- The contract has been signed.
- C. Director's Contract-Discussed making the contract to run for the fiscal year (July-June) instead of the calendar year. Anglewicz motioned to increase Rutkowski's contract by \$1000 and add one week paid time off to her current two week vacation time off, on the next contract to follow the fiscal year. Hull seconded, and all AYE.
- D. M & M Basement Sink Quote-we will look for another quote before deciding to proceed.
- E. Edward Jones GL Item-Anglewicz motioned that the IRAL Board request that the general ledger category: Investments-Edward Jones and \$50,000 amount, be removed from our balance sheet, as the account was never funded. The \$50,000 appears to have been returned to our account in August. Though the general ledger was not updated at the time. Sager seconded the motion, and all AYE.
- F. Budget Meetings- May 24 10:30 Budget Workshop, May 31 5:30 Public Hearing on Budget, June 20 3:30 Board Meeting, and June 20 5:30 Annual Meeting.

Public Comment: Cathy Campbell thanked the board for the memo board out front and for keeping Rutkowski's contract competitive. She also suggested that at the 6th grade tours a sheet be given to the students on how to do research in the library.

Board Comments: The board thanks Trudy Maves for taking over for Karen Hill as the new Board President for the Friends.

Harrington motioned to adjourn the meeting at 5:20, Sager seconded, and all AYE.