



**Regular Meeting of the Board of Trustees
August 18, 2020**

1. CALL TO ORDER

President David Chambers called the public Zoom meeting to order at 5:38 p.m. following requirements of Executive Order 2020-110 and 2020-160.

- Roll Call: Present: Ailene Pugno, Cindy Blamer, Jen Larsen, Sharon Haege, Julie Vitale, David Chambers.
Absent: Michael Burns.
- Approval of Agenda. Motion by Pugno with support by Blamer to approve the agenda. AIF/MC.

2. MINUTES

- Approval of minutes of Regular Board Meeting of July 20, 2020. The motion to approve the July 2020 minutes was made by Haege with support by Larsen. AIF/MC

3. PUBLIC COMMENTS

4. TREASURER'S REPORT AND BILLS AND CASH DISBURSEMENTS

Director Tinkham reviewed the financial statements and revised draft of the 2021 budget: The library received a penal fines disbursement which was just \$500 under budget but \$2700 lower than the 2019 revenue. State Aid was almost \$500 more than budgeted and about \$200 more than 2019. Overall revenues were at 87% of budget. Expenses were as expected.

The revised draft for budget 2021 looked more optimistic than last month's drafts. Millage revenue was reviewed and included the reduction for the Brooks/Croton Townships TIFA capture. State Aid and Penal fines revenues were readjusted based on 2020 revenues. Interest revenue was lowered and actual grant request amounts were updated. Staff salaries and payroll taxes were adjusted due to effects of Covid-19 changes to patron traffic and library programming, staff attrition, and proposal to hold director salary flat. Expenses for staff mileage and professional development were less because in 2021 it was likely that more conferences and meetings will not be in-person; costs will be lower to attend virtually. Capital outlay for collections development was reduced to match grant request amounts. These changes resulted in a \$6,800 budget surplus to be held in reserve for the uncertainty of state and federal revenue levels for the library in 2021.

Vitale: Requested an explanation as to why the board would not provide a director raise.

Tinkham: In the uncertain forecast of state and federal revenues in the new budget, it would be best to be conservative. Tinkham deferred to Pugno, who chaired the Personnel Committee.

Pugno: In 2019-20 the director was not given an additional wage but was moved from 35-hr work week to 40-hr work week and was given 2 additional vacation days. Vitale: The only reason to not give the director a raise in 2 cycles should be due to a performance issue. Chambers: Requested to hold this discussion until later on the agenda.

Motion to accept the Treasurer's Report and Bills and Cash Disbursements as presented was made by Haege with support by Blamer. AIF/MC

The Finance Committee scheduled to meet with the director to discuss the 2021 proposed budget on Thursday, Sept. 3, at 9 am. The Personnel Committee requested to wait to discuss staffing until a later date.

5. DIRECTOR'S REPORT

The library received a Cares Act grant to purchase \$500 PPE and up to 3 hot spots for \$1500. The library also received a \$2,000 LSTA grant for archaeology equipment. This equipment will be used in partnership with the museum to dig in a local site. Staff are doing a good job providing service to patrons. Staff planning was ongoing for the next few months of programming, marketing, and collection development. Summer reading went well considering the challenges. Overall, staff felt good about what was accomplished since re-opening and the direction taken to work out the library's strategic plan. The release to beta testing of the new library app, Capira, has been delayed.

6. UNFINISHED BUSINESS

- Resolution 2020-03 Circulation Policy

Tinkham: The library attorney had not yet commented on the policy draft. At July's meeting the Board agreed the proposed policy was straightforward. Staff needed the direction the policy offered. After discussion, the board agreed to go ahead with a motion. Motion to approve the NADL Circulation Policy as presented was made by Blamer with support by Pugno. Chambers called for a roll call:

Roll call: Yeas: Ailene Pugno, Cindy Blamer, Jen Larsen, Sharon Haege, Julie Vitale, David Chambers.

Nays: None

Absent: Michael Burns.

- Director's Evaluation.

Pugno: The Personnel Committee met August 13. They reviewed evaluations submitted by all seven trustees. They compiled the comments into one document. Director Tinkham scored all 4's and 5's – which were very high marks. All comments given were very favorable, including remarking on how well Tinkham handled the library management during pandemic. She kept staff morale up and kept the Board informed. She does a good job, is well prepared, and is knowledgeable. She has been at her best during the pandemic. The Personnel Committee recognized the good job Director Tinkham has done. They recommended the Board continue the director's contract at the current pay level due to unknown finances in the year 2021.

Larsen: There was never a question of the director's ability, but without an understanding of the library finances, even though the director provided the committee with the financial documents, she could not recommend a wage increase.

Haege: New trustees should receive the director's evaluation form in January so that they will know what to expect from the director as the year unfolds.

Vitale: If the director performed well and deserved a raise, then give the raise now and address the possible budget adjustments next year if they materialize.

Blamer: Agreed with Vitale's comment. Requested the director's possible salary increase decision be deferred until the Finance Committee met and reported to the Board. Next year the finance committee should meet with the director earlier in the summer to prepare budget recommendations ahead of the Personnel Committee meeting for the director's evaluation.

A motion to accept the Personnel Committee's recommendation and approve the extension of the director's employment subject to financial remuneration benefits at the September

Board meeting was made by Vitale and supported by Larsen. AIF/MC

Tinkham expressed her thanks and gratefulness to the Board for their vote of approval of her work and service.

7. NEW BUSINESS

8. PUBLIC COMMENTS


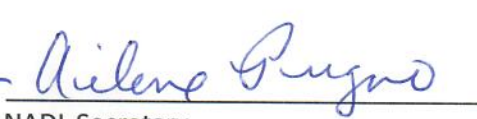
9. BOARD MEMBER COMMENTS

Haege: Keep up the good work.

Chambers: Requested discussion about virtual meetings. Tinkham said that remote meetings were necessary because the Governor's ten-person limit on indoor public gatherings would not allow compliance with the Open Meetings Act if more than ten people wished to enter the meeting. Also, NADL will provide necessary reasonable auxiliary aids and accommodations to individuals with disabilities for the Zoom meeting upon advanced notice to the Library Director. Blamer asked if the meeting could be a mixed zoom/in-person meeting to accommodate a trustee who preferred to meet in-person. Tinkham will investigate that concept for compliance with OMA. All trustees in attendance said they were willing to meet in whatever form the meeting was offered.

10. ADJOURNMENT

A motion to adjourn the meeting was made by Haege with support by Pugno. AIF/MC. The meeting was adjourned at 6:28 p.m. by President David Chambers.

NADL President

NADL Secretary