

## Minutes of the Bayfield Carnegie Library Board of Trustees

Library Board of Trustees Meeting Wednesday August 17<sup>th</sup>, 2022. Called to order at 4:02 pm.

### ATTENDANCE:

Present: Teresa Weber, Laura Lime, Jenny Tumas, Mary Lynch, Shyam Gray, Vicki Redenbaugh, Ted Dougherty via Zoom, Neil Howk via Zoom

Guests: Laura Rovi, Linda Georgeson

### MINUTES:

Motion to approve minutes from July 20<sup>th</sup> meeting made by Lima, seconded by Gray. **Motion carried.**

### FINANCIAL REPORT:

- At present, library expenses are just under the budget.
- We will be receiving a little less than \$1000 from Northern Waters.
- The library has adequate funds in checking.

Motion to approve the financial report made by Lynch, seconded by Redenbaugh. **Motion carried.**

### LIBRARIANS REPORT:

- Twice in the past several months Teresa has had to check out of her work at the library due to her health. The librarians have really pulled through. Gratitude was expressed for the work they have done.
- There have been losses in the Community Foundation investments. Teresa can email anyone who has further inquiries.

### CONTINUING BUSINESS:

#### Library Sign

- Members reviewed the two design ideas for the new sign.
- There was consensus as to the favored design.
- There was discussion regarding the removal of the stone pillars from the design, and the potential of making the larger sign for in front of the building smaller and enlarging the smaller sign that is beside the Washington St. entrance.
- There was discussion regarding the placement of the main sign and that it may be preferable to have it face directly towards Broad St. rather than the corner of Broad and Washington.
- Amber will be contacted to discuss the possibility of reducing both the height and width of the main sign.

#### Library Covid Response

- At present there is a mandatory mask mandate before noon.

Motion to remove the Plexiglas from the front desk, remove the mandatory mask mandate, and install signs asking people to mask if they show symptoms, with the option to review as it becomes necessary made by Lima, seconded by Lynch. **Motion carried.**

#### **NEW BUSINESS:**

##### **Interim Directors Schedule Changes**

- Teresa Weber, Jenny Tumas, and Laura Rovi met to discuss Teresa's health.
- City Hall is more than willing to allow Teresa to do what she can and stop when she can't.
- Teresa's health care providers will not consider the next step for her until November. Presently she feels energized by working.

##### **Additional Part-time Temporary Hires**

- Steph Winter, Roberta Menger and Chan Krause are willing to temporarily and part time help out when needed. Motion to reallocate money for the temporary hires made by Lima, seconded by Gray.

##### **2023 Draft Budget Proposals**

- Deonne and Teresa will discuss and determine the budget for wages and employee packages.
- The budget for the phone is going to be short.
- The money for contractual services is primarily taken up by the lift.
- New faucets and wall mount hot water will be installed in the upstairs bathroom.
- In Technology Support, Northern Waters fee is going up. Three years ago it was approximately \$8,000, and we are budgeting \$12,000 now. We don't know exactly what their fee will be.
- \$500 has been added to the budget for Publications.
- The budget for A/V can be less. Videos are not being produced as much.

##### **Capital Improvements**

- Window blinds that would all match and insulate are being considered.
- A button to auto open the door. \$4000 would hopefully cover the cost of that and additional outlets.
- It was decided to delay a decision regarding the lampposts outside.
- There is an attempt being made to pay contractual services from the General Fund.
- There is a need to discuss prioritizing the project options.

Motion to approve the Draft of the 2023 Budget as presented made by Lima, seconded by Redenbaugh. **Motion carried.**

The next meeting is scheduled for Sept. 21<sup>st</sup> at 4 pm.

Motion to adjourn the meeting made by Lynch, seconded by Gray. **Motion carried.** Meeting adjourned at 4:59 pm.

Respectfully submitted,

Shyam Devi Gray