

**-Luther Area Public Library-
Board Meeting Agenda
June 11, 2020**

- Call to Order: Members Present:**
 - Visitor Comments:**
 - Board Comments:**
 - Approve Secretary's Minutes:** May, 2020
 - Treasurer's Report:** May, 2020
 - Librarian's Report:** May, 2020
 - Old Business:**
 - Director Posting and Interviews
 - Summer Reading and Movie Grant
 - Approve new amendments to policy manual
 - New Business:**
 - Re-open Covid-19 plan
 - Covid-19 plans and procedures
 - Gardener
 - Trustee Comments:**
 - Budget Amendments:**
 - Adjourn**
-

Below is the Zoom information to join the Library Board meeting on June 11, 2020 at 4:30 pm

Topic: Luther Area Public Library Board meeting
Time: Jun 11, 2020 04:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/82226583330?pwd=a1BSS2dqaVBmOCtCUy8wTGxoQitpUT09>

Meeting ID: 822 2658 3330

Password: MMLL

By telephone, dial (312) 626-6799

Meeting ID: 822 2658 3330

Password: 810892

**Luther Area Public Library
Board Minutes, May 14, 2020**

The regular board meeting was called to order by President Lois Langenburg at 4:40 pm. This meeting was conducted on Zoom due to the Corvid 19 restrictions.

Present were Lois, Donna, Kees, Diane, Jan, Janet and Acting Director Jodi

Julie, a potential board member was present.

Minutes , were reviewed, Motion by Jan to accept the minutes, second Janet

Treasurer's report

Due to being closed, we had few expenses.

IRS 1st Q was paid.

\$1863 for mechanical work. 1st half.

\$1862 for mechanical work 2nd half.

Motion to accept, Janet, second Kees

Library Director's report -

No stats, numbers for the month, due to Corvid 19. And the library is closed.

No story time.

Looking ahead to summer and being able to reopen and restart programs. Reading program for 8-12 to write your own story this summer. Grant for Lake Co. Foundation applied for.

We expect to be doing a soft opening and follow state health dept. guidelines. Curbside initially.

Shane has been deep cleaning the library and any return books or packages.

Great work Jodi and Shane for keeping the Library going while we are closed.

We can buy cleaning and safety supplies through Sheryl Motion by Diane, second by Jan. Passed.

Old Bussines

A.C. was installed \$3725.46.

Both furnaces were inspected and are fine.

New budget was reviewed and accected.

Vote

Jan Y

Janet Y

Diane Y

Kees Y

Lois Y

Donna Y

State aid is unknown at this time due to unknown budget results Corvid 19.

Trustee Diane accepted a renewal of 4 years as a board trustee Apr. 1st 2020

Policies, Lois presented updated personnel policies recommended.

1. 1A The Director will have 1 year after hire to complete required training.
2. 1B Director will sign an agreement to complete training and reimburse the Library if she/he leaves employment before the year is up. This is a level 4 certification. State requires 2080 hours to qualify for state aid.
3. The level 4 certification training is required for the position.

Policy updates. Recommended

1. The Director employs, directs, and trains all staff in collaboration with Personnel committee
2. The Director and Personnel committee will interview and hire staff.
3. Director will train and supervise staff.

Policy updates put on hold for more clarification.

Motion is made by Lois to close the meeting so that the board trustees can review, discuss, and vote on staff pay raises.

Motion was made by Lois to reopen the meeting following discussions on staff pay

Lois will work with Jodi to create a plan to reopen the Library. Jodi requested a new director be hired as soon as possible. We are looking at a hiring process on Zoom.

Meeting adjourned at 5:40.

Next meeting is in Jun 11 th, 2020. It will be conducted on Zoom

Luther Area Public Library
5/1/20 thru 5/31/20

Check Balance 5/1/20

\$ 126,577.60

income

5/11 V bags - 180.00 }
B bags - 625.00 } 805.00
5/31 LOSB - interest
19.00
824.00

+ 824.00

expense

#4979 5/1 J. Lucas 387.87
40hr (420 - 26.04 - 6.09)
80 5/1 S. Hillman 356.47
40hr (386 - 23.93 - 3.60)
81 5/1 S. Hillman (acrylic sheet) 58.29
82 5/11 Jr. Library League (books) 300.00
83 5/12 Xerox (copier) 113.64
84 5/12 Merit Network, Inc. (broadband) 134.00
85 5/12 IRWS (Blue bags) 460.00
86 5/12 UIA/St of Mi. (remainder) .49
87 5/12 Advanced Mechanical (AC) 1862.42
88 5/14 D. Long 73.88
May meet (80 - 4.96 - 1.16)
89 5/15 J. Lucas 266.66
27 1/2 (288.75 - 17.90 - 4.19)
90 5/15 S. Hillman 231.70
26 hr (250.90 - 15.56 - 3.64)
91 5/16 J. Lucas (pay increase 50¢) 49.64
107 1/2 hr (53.75 - 3.33 - .78)
92 5/16 S. Hillman (pay increase 35¢) 34.59
107 hr (37.45 - 2.32 - .54)
93 5/29 J. Lucas 406.34
40 hr (440 - 27.28 - 6.38)
94 5/29 S. Hillman 369.40
40 hr (400 - 24.80 - 5.80)
6105.39

#4995	5/24,	Consumers	6165.39	
			98.80	
96	5/29	Techplex (E-rate)	374.00	
97	5/29	AT&T	<u>201.90</u>	
			6780.09	-6780.09

Check Balance 5/31/20 \$120,221.51 *

CD #	1625	5,190.73
	1660	10,087.42
	1684	10,162.51
	1688	8,103.39
CD Balance		\$33,544.05 *

Total Assets 5/31/20 \$154,165.56 *

Donna Long, treasurer

