

The August 10, 2022 meeting of the Library Board of Trustees was called to order at 5:00 p.m. Members present were Mary Young, Lora Allen, Tracy Martorana, and Michael Iten. Also present was Betsy Halvorsen.

**Minutes:** The minutes of the July 13, 2022 meeting were approved on a motion by Tracy Martorana, seconded by Mary Young, and carried unanimously.

**Treasurer's Report:** Attached.

**Approval of Bills:** Bills for August, totaling \$11,163.01 were approved on a motion by Lora Allen, seconded by Michael Iten, and carried unanimously.

**Director's Report:** Attached.

**Old Business:**

- **School Community Committee:** Merritt Holly was not able to confirm a date for the Library board to meet with the school's community committee. Betsy will give the superintendent four more dates to see if a meeting can be scheduled. The dates selected to present to the school were Sept. 21, Sept. 28, Oct. 19, Oct. 26.
- **Librarian Position Update:** Only three applications were received for the open Librarian position. One candidate of the three has potential. The candidate will be brought in for an interview and second interviews will be conducted with Melissa Levins present.
- **Employee Handbook:** Betsy will reach out to Jim at Paychex in September to begin work on the updated employee handbook. As previously determined in a board meeting, we will be using the higher cost HR Solutions package for 3 months to get the ball rolling then back down to the HR Essentials package to complete the process unless more time at the Solutions level is needed.

**New Business:**

- **Friends Group:** Betsy informed the board that for the second year in a row a letter was received from Five Star Bank alerting to a year of inactivity of the Friends account. The friends group has not had a board since 2018-2019 and since Covid has happened any attempts to recruit new board members has failed. Per the Friends group by-laws, should the group dissolve, the account would be closed and funds would move to the Library account. Betsy Collins, former Friends group president, is still listed as an authorized signer and will be asked to go to the bank to close the account. Approximately \$900 is currently in the account. The motion to approve the dissolution of the Friends group and the movement of their bank funds to the library was made by Michael Iten, seconded by Tracy Martorana, and carried unanimously.

**Other**

- **Health Insurance:** Betsy informed the Board that the Univera Health Insurance plan would be increasing by approximately \$30 in September. The board was presented with two other health insurance options offered through Independent Health. The board approved with switch to the Independent Health Copay Plan on a motion by Tracy Martorana, which was seconded by Michael Iten, and carried unanimously.
- Betsy will prioritize scanning and emailing the trust/will information to Attorney Stephanie Cole Adams before the September Board meeting.

- Betsy will continue to reach out to Bob Lathan to confirm the change in handicapped spots on Wolcott Street and to request library designation of at least 3 other spots.

The meeting was adjourned at 5:50 pm.

Respectfully submitted.