

**Perry Cook Library
Board of Trustees
January 11, 2022 7:00 p.m.
Regular Monthly Meeting**

In attendance were President Mary Roush, Vice President David Oates, Secretary Mary Jobe, Director Patricia Dollisch, Fiscal Officer Kile Byington, Board Member Paul Sipes and Board Member Michelle Fidler.

President Mary Roush called the meeting to order at 7:07 p.m.

Minutes

After discussion, a motion was made by Mr. Fidler, seconded by Mr. Oates, to approve the minutes of the December 14, 2021 regular meeting minutes. All trustees voted yes. Motion carried.

Organization Meeting Minutes

The December 14, 2021 organizational meeting minutes were read and a motion was made by Mr. Sipes to approve the minutes and was seconded by Ms. Fidler. All trustees voted yes. Motion carried.

Director's Report

Ms. Dollisch gave an update on the Covid 19 test kits and stated that we have been given Covid 19 tests from the health department. Distribution of the Covid 19 test kits from the State Department of Health has slowed down tremendously. We are limiting each patron to two kits. We gave out 530 tests in December. We are the only library, of the four county libraries, that currently has Covid 19 tests. The board discussed the expired test kits that are still in our possession, and Ms. Dollisch indicated that she is awaiting word from the Board of Health as to what we will be doing with them.

She announced to the board that we have made the purchase of a van and we will take delivery, probably in mid-March. We have \$20,000 to buy books for the van. She has had a discussion with Mr. Redmon and he seems excited about the truck.

Ms. Dollisch gave an update on the interior painting that is being completed.

Ms. Dollisch reported that she has now hired a new staff member, Cheryl Price. Ms. Price has several years of experience working in the setting of a bank, and other public settings, and she feels that she will be a good fit for the library. This still leaves two more open positions, but there are two other applicants.

Ms. Dollisch is hopeful that her discussions with Annie Jordan will result in her applying for the vacant board member position, as she has worked in the library setting before, and she feels that Annie would be an asset to the board and the library.

Fiscal Officer's Report

Ms. Byington discussed the quarter four summary. She pointed out that salary spending was not in line with the salaries budget due to staff shortages. Increase in material spending is up because we are putting more funding into our budget; therefore, we are spending more money on materials. She doesn't feel that inflation hit us terribly hard in 2021. For half of the year we didn't really have programs.

She stated that she will get the grievance procedure added in to the personnel manual, and once that is done, we will send it to the attorney for review.

Ms. Byington discussed signature cards and reported that she will go to the bank and get those updated.

She would like to wait another month to do the permanent budget until we know more about the bookmobile expenses. She normally has that done in February, but will probably not be able to have it done until March for those reasons.

She brought up that we may want to think about an awning system for the bookmobile to extend the life of it.

Mr. Oates made a motion to accept the financial report and pay the bills. Ms. Fidler seconded the motion. All trustees voted yes. Motion carried.

Ms. Roush inquired about the book drop, as there have been some items that were dropped off and they were not received. Ms. Dollisch reported that there is a place in the book drop that some of the books catch and the staff has to turn it over to check for items. They are aware of the issue and are working on a resolution.

New Business

The board discussed paid time off for employees. If an employee works 15 hours per week, they are eligible for 15 hours of paid time off for the year. It was discussed that approving an increase in their PTO hours doesn't really affect the budget at all because we won't be paying extra for those hours, we will have other staff members cover them. A discussion was had comparing paid time off to accrued time off. It was discussed that paid time off would affect the budget less because if accrued time off is utilized, the employee would be paid out for any time that they have earned but not yet used if their employment was to terminate. Alternative solutions were discussed that the paid time off could either be based on the average hours worked by an employee or we could use a scale such as if someone worked 15-20 hours per week they would get so a certain number paid time off hours. It was noted that new hours start over on January 1st of each year and are prorated by trimester.

Ms. Jobe made a motion to accept that the paid time off hours be increased to 25 hours per year for employees that work more than 15 hours per week. Mr. Sipes seconded the motion. All trustees voted yes. Motion carried.

Ms. Roush inquired about the budget for wage increases. Ms. Byington indicated that she has appropriated 5% of the salary budget to raises.

Mr. Oates made a motion to go into executive session at 8:12 p.m. Mr. Sipes seconded the motion. All trustees voted yes. Motion carried.

Ms. Jobe made a motion to come out of executive session at 8:25 p.m. Mr. Oates seconded the motion. All trustees voted yes. Motion carried.

Ms. Jobe made a motion to increase the Fiscal Officer and Library Directors wages by 5% and to give them each 25 hours of paid time off annually. Mr. Oates seconded the motion. All trustees voted yes. Motion carried.

Consent Resolutions

Ms. Byington reported \$19.10 in consent resolutions had been received. Mr. Oates made a motion to accept the consent resolutions. Ms. Fidler seconded the motion. All trustees voted yes. Motion carried.

Ms. Dollisch stated that there has been no movement on the purchase of the house owned by Mrs. Corns.

Ms. Fidler made a motion to adjourn the meeting at 8:37 p.m. Ms. Jobe seconded the motion. All trustees voted yes. Motion carried.


Mary Roush, Board President


Mary Jobe, Board Secretary