

Perry Cook Memorial Library  
Board of Trustees  
November 14, 2023  
Regular Monthly Meeting

#### Call to Order

Mary Roush called to order at 7:02 pm. Roll call was taken and present were Mary Roush, president, Mary Jobe, vice president, Annie Fraizer, secretary, board members Julie Rhea, Michelle Fidler, Paul Sipes, and Travis Dean, Nicole Meyer fiscal officer, and Jennifer Gliebe, director.

#### Minutes

Time was provided for review of October minutes. Julie motioned to approve the minutes, Travis seconded. All voted in favor.

#### Director's Report

Highlights included barn quote discussion. The Board had questions about progress of the youth garden plans. Jen requested a quote for landscape design from Outdoor Superior Management in Cardington. Dynamic Network updated one patron computer as previously approved with a new SSD card. They can update more computers if we would like. They suggested a gaming computer for library patrons. Jen will consider this and ask staff for input. Staff evaluations are done.

Jen proposed a reduction in incoming fax price to 20 cents from 50 cents per page. Nicole Myers, fiscal officer, asked if that would still coverage the overage printing costs we are billed each month under the lease for the copier. Jen will research.

#### Fiscal Officer's Report

Nicole went over any questions from the report as needed. Nicole discussed the need to appropriate money from property insurance premium to OPERs in the amount of \$1140. Mary J motioned to appropriate this money, Paul seconded. All members voted in favor. Mary J motioned to accept the treasurer's report and pay the bills, Travis seconded.

#### Old Business

##### Community room policy:

Discussion took place about the potential need for a camera in the community room if doing 1-on-1 meetings. Jen will get a quote to add a camera. Potential policy reviewed by members. Board members suggested edits for grammar reasons. Nicole and Jen will work out a procedure for pay/refund of deposit money. Final approval of updated policy pending finalization of procedure.

#### New Business

##### Board term expiration

Travis's term expires December 31, 2023. Travis is willing to commit to another 7 years. All in attendance voted to affirm this selection.

##### Job Descriptions

Board members will review position descriptions provided and return with thoughts/questions.

#### Personnel

Julie motioned to go into executive session to discuss staff salaries and potential raises at 7:45 pm, Michelle seconded. All present voted in favor of going into executive session. Jen and Nicole were asked to leave at 7:57 pm. Jen and Nicole returned at 8:26 pm.

Julie motioned to come out of executive session at 8:34 pm and Mary J seconded. All voted in favor of coming out of session.

Staff wages will increase by 4% across the board with a \$100 bonus payable in December 2023. Paul motioned for this increase and one-time bonus, and Julie seconded. All members voted in favor.

Admin wages will increase by 4% with a \$100 bonus payable in December 2023. Mary J motioned for this increase and one-time bonus, and Michelle seconded. All members voted in favor.

Julie motioned to increase the 40 hours/week full-time director's paid time off from 25 hours a year to 80 hours a year, and Travis seconded. All members voted in favor. The current PTO policy states any staff member averaging 15 hours a week will earn 25 hours PTO.

Consent Resolutions:

Julie motioned and Travis seconded to accept \$23.65 in small donations taken at the register.

Mary J motioned to adjourn at 8:41 pm, Julie seconded.

  
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Mary Roush, President

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Annie Fraizer, Secretary

*not in attendance*