

Otselic Valley Library Board of Trustees

8/29/2023

Location: OVCS Library

9:00 am - 10:15 am

Present: Dr. Georgia Gonzalez, Katy Charles, Dale (Suki) Fox, Terri Foor-Pessin, Melinda Ramsey, Michele Reakes, Eric Wentworth, Kirsten Spear

1. Michele Reakes calls the meeting to order at 9:03
2. Approval of Minutes [8_2_2023 Library BOT minutes.docx](#)
 - a. **Motion by Terri to approve Library Board Minutes. Second by Eric. Motion carried 5-0**
3. Library Director Report [August 29, 2023 Library Director's Report](#)
 - a. Katie spent time working on our website presence through the WIX Domain and is requesting to purchase the Core level at \$27/month so we can see website analytics.
 - i. **Motion by Eric to purchase Business Class WIX upgrade. Second by Suki. Motion carried 5-0**
 - ii. "Our rotating 4CLS collection has arrived. This is a collection that the school paid for last year and it rotates every 6 months and contains a total of 300 titles geared towards the upper high school/ adult community. Moving forward the public library will need to purchase this collection. The cost is \$600/ year. I recommend this to be a temporary purchase for a few years until we feel that we have built up enough of an adult collection of our own."
 1. Dr. Gonzalez - The purchase of the collection has been added as a budgeted item in the school budget.
 - iii. "Future purchase: Computers for the public library: I suggest that we purchase 4 patron computers that are stationary and 1 circulation system computer. I have spoken to Georgia and Scott about options for purchasing through the school district. The other option is purchasing through the 4CLS. We will also need our own wifi for those devices. I have reached out to Steve Bachman for more information on buying through 4CLS."
 1. Dr. Gonzalez - There are computers being decommissioned by a school that the library will be able to use. They are stationary-type computers.
 - iv. Katie has made raffle baskets for the grand opening on 9/5/23
 1. Katie has receipts for the baskets she put together. How do we want to reimburse Katie for the purchase? It was \$323.78 total.
 2. **Motion by Suki to pay Katie's wages and expenses as soon as the bank account is established. Second by Eric. Motion carried 5-0**
 - a. Katie shares her hours and expenses.

iii. **Motion by Melinda to pay treasurer Abby Bishop \$500 quarterly, as detailed below in iii.1. Second by Eric. Motion carried 5-0.**

1. We will prorate the month of September by dividing the quarterly amount by three. After that, the treasurer will be paid quarterly on the first starting with 12/01/23. The payments will be run through payroll mate. Taxes will be taken out.

iv. Suki - appointing the school treasurer vs. directly selecting a candidate determines whether or not this is a civil service position. We would have to go through the civil service process if she works more than 20 hours a week.

1. Katie - The treasurer won't have enough work to do to be anywhere near 20 hours per week.
2. Michele - we should appoint our preferred candidate directly rather than appointing the school treasurer. This will give us the ability to change treasurers if the person in the role isn't performing their duties to our expectations, and will protect us if the school has unexpected staffing changes.
3. Suki - In that case, we will need to file the position with civil service and establish the title.
4. Motion by Suki to pay the treasurer through the Otselic Valley Library budget. Second by Melinda. Motion carried 5-0.
 - a. Suki will need a copy of the minutes and a job description to establish the civil service position. She will bring back an application for Abby to complete.

c. Circulation system training for Board members

- i. Katie needs to learn the new system first. She suggests that we dedicate a portion of our next scheduled meeting to learn the new system together.

d. 2% Penalty on taxes paid in Oct.

- i. Dr. Gonzalez - The school district will be collecting taxes starting September 1st. If a taxpayer pays late, there is a 2% penalty. The amount of this penalty will be in addition to the \$80,000 budget amount.

6. Other Items

- a. Katie - Requests extra hours from 9/5 - 9/16 to train the new library clerk, Amy. She would like to be at the library full-time for the first two weeks to make sure Amy will be able to manage by herself.

- i. The hours would be 13 hours for the first week and 19 hours for the second week.

- ii. **Motion by Melinda to approve additional hours for Katie 9/5 - 9/16 to total 32 hours. Second by Eric. Motion carried 5-0**

7. Adjournment

- a. Motion by Suki to adjourn the meeting. Second by Melinda seconds. Motion carried 5-0. The meeting adjourns at 10:16 a.m.