

Monroe Library Board

July 1, 2020

Re: July Board Meeting Minutes

Call to Order

President Mary Sellers called the July meeting of the Monroe Public Library Board to order at 4:26 pm.

Roll Call

Present: Mary Sellers, Marlene Beyer, Cathy DeHaai, Josh Palma, Jeanne VanGenderen, Nancy Wright

Staff Present: Brenda Lanser, Denise Nichols

Minutes

The regular minutes of the May/June 2020 meeting were submitted and reviewed. A motion to approve the minutes was made by Nancy. Seconded by Cathy. Motion carried.

Bills and Financial

The bills and financial statement were presented. A motion to approve the payment of the bills ending June 30, 2020 was made by Marlene. Seconded by Josh. Motion passed.

Discussion items:

- Brenda explained how she selects the books for purchase.

Director's Report

- 1.) Brenda submitted a "Technology Budget Plan Cost Estimate" that shows what we have purchased since 2015 to present.
- 2.) Brenda told us that as she has been cleaning out cupboards so she can put a lot of the items in the new display cases or storage cupboard. Some of the items were outdated (e.g., technology) and need to be disposed of.

Unfinished Business

- 1.) Payroll Increase

On June 18, 2020 there was an email approved by board members to increase Brenda and Denise's hourly rate for 2021 by 3%. Brenda's hourly rate will go from \$15.69 to \$16.16 (increase 47¢) p/hour or \$26,890 yearly; working 32 hours p/week, effective July 1, 2020.

Also, Brenda accrues 8 hours p/month of sick leave and currently has 48 hours of vacation time.

Cathy made a motion to increase Brenda's vacation time to 64 hours p/year effective July 1, 2020. Jeanne seconded. Motion carried. This will give Brenda 2 weeks of vacation time p/year.

Denise's hourly rate will go from \$10.50 to \$10.82 (32¢ p/hour increase) or \$11,253 yearly. Currently Denise has 0 hours of sick leave and 15 hours of vacation.

Jeanne made a motion to give Denise Nichols, Assistant Librarian, 20 hours of sick leave and 20 hours of vacation time p/years. Seconded by Nancy. Motion carried.

We have a salary budget of \$43,260 for FY 2021

2.) Laptop Purchase

Marlene made a motion to approve the purchase of a laptop to not exceed \$700.00. Cathy seconded. Motion carried.

New Business

1.) Summer Reading Update

Brenda presented the budget and monies collected from businesses and individuals for Summer reading. All of this is filtered through the Friends.

Reading Logs have been distributed through Monroe Foods and the library.

2.) Library Flag

Josh made a motion to purchase a library flag annually. Nancy seconded it. Motion carried.

3.) There will be another trustee training before the next meeting at 3:15 on 8/15/2020. This will finish this section on *The Boardroom 2018: Policies for Results* with 1.5 hours of training completed by each board member.

Next Meeting

The next meeting will be Wednesday, August 5, 2020 at 4:30 pm.

Adjournment

The meeting was adjourned by general consent at 5:13 pm.

Minutes submitted by Jeanne VanGenderen, Board Secretary.