**Dutton S. Peterson Memorial Library**

**Board of Trustees Meeting Minutes**

**October 24, 2024**

**President John Parker** called meeting to order at 6:02 PM in person at the Dutton S. Peterson Library,

**Roll Call:** Present: John Parker, Mike Sculin, Karin Thomas, Gail Sgrecci, Jenn Stevenson, Deb Yeager, Deb Albro

Absent: Sandi Boles, Kevin Greuber

**Public to be heard:** No public to be heard.

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| **ITEM 1** | | |
| Motion to approve last month’s minutes. Edits by Karin – “No fire hall for our next meeting location.” | | |
| **MOTION MADE BY** | **SECONDED** | **APPROVED** |
| Deb Y. | Mike | Unanimously |

President’s Report

Carol F. says the book is at the publishers. Bill and Carol are donating the books to the library. 150 are being printed. Some will go to the historical society and some to the County clerk’s office. Carol wanted to talk with Attorney Halpin regarding sales tax issue. John has a meeting scheduled with Rob on November 5th. Carol is responsible for sales tax. Non-profit should be tax exempt -- maybe? John recapped IRS fine for back taxes. The library got billed again. (The government is forgiving penalties during Covid anyway – supposedly.)

Library hire – 9/23 start

STLS Workshops – Stacey has been doing (during work). Stacey is almost ready to take the Notary test.

**Youth Report (Attached)**

**General Comments**

* Everyone has completed their sexual harassment awareness course requirement. Compliant. (Deb Yeager will get her receipt/certificate signed and handed in.)

**Maintenance Committee Report:**

* Mike oiled all doors
* Deb A. had the library sign taken down by Tom Morgan Jr. He said he will put up a new sign when we have one.
* New/Updated Sign: $585 to wrap – double-sided sign (vinyl wrap). Call around for bids.
* Can we put a sign on the telephone pole? Who owns pole?
* Observation: We need to be more aggressive getting things out for bid.
* Publish in papers. Say “Accepting bids”. Do we need to make a policy for library process?

**Director’s Report:**

* Entryway project. Franzese came and measured, poured ramp. Doorway and railing to get done this week. Karin’s Report is due 10/31 and she needs pictures for STLS. Told Franzese that project needs to be finished. Need to remove bumpers as they are in the way for wheelchair access.
* Deb Y. offered to take old yellow bumpers and get rid of. Board decided to wait for a nicer day to load them. Franzese asked to be paid for the remainder of the project. Karin wondered how to handle. Tell them we will pay “in full” when the project is completed. They cannot seal and stripe our parking lot until next spring. Is there a deadline for money to be spent? Project and money needs to be spent by 10/31/2024. However, STLS is not asking for proof other than pictures and receipts.
* Two policies attached. Policys need to be read aloud and put into the minutes:
* Patron Rules of Respect was read by Karen
* Personnel Policy was read by John.
* Noted “Full Shift” under Holiday section/topic. (John wants to address later.)
* Do we have a “sexual harassment committee”? Gail, Mike, John and Deb Y
* Employee Acknowledgement maybe should be on a separate page? That document could be separated from the signature page.
* 3 paid days in bereavement paragraph. Clarify: 3 paid days (8 hours) or 3 paid “shifts”? Might only work 4 hours a shift. Should we change wording from “days” to “shifts”? Take out “funeral” and put “Bereavement”. If they only work 1 day/week. What does that mean? Should get 3 paid shifts.
* We are not open on Holidays so could take that sentence out? If a Holiday falls on a day an employee is scheduled to work. If Karen is scheduled on Mondays and ie) Columbus Day… she would get paid for her shift. If a Holiday is on a Friday but not scheduled, don’t get paid.
* Does employee get paid for inclement weather day? If a snow day for the school, worker should get paid. Go by the school “snow days” for legitimacy.
* Subject to Common Civil Service: “We adhere to common civil service procedures”. “At will” says some and … “these steps” in other places. Karin to reach out to civil service office to see about policy for disciplinary procedures.
* SHORT OF SOME MINOR AMENDMENETS, THE POLICIES HAVE BEEN READ INTO THE MINUTES.
* Karin will continue to work on the policies.
* John: Do we want to have salaries listed in the policy? Maybe put salary ranges – check with STLS. Director Salary as determined by the Board. P/T Aide is hourly. In budget every year.

**General:**

* JERRY – We need to get a letter of understanding from him regarding the property before he leaves office.
* Community room etc. is ready for the Village to move in. They’ll level soil/gravel and tear down the building (across the street) in preparation to sell/give away.
* Regarding financial reports and asking Jerry what the payment to the Village is for exactly… They pay our bills, etc. Jerry is asking why we need to know exactly?! Jerry mentioned he hasn’t received any “thank you” from anyone and he has done a lot for the library. Jerry said it took four (4) years to get the State to do the sidewalks and paving.
* We need to get in writing to make that property ours. We have the right of first refusal but the Village needs to write down an amount or gift it. It needs to be filed so it is in place when we are ready to move ahead.
* Next month – 4th Thursday is Thanksgiving. Move meeting to third Thursday, November 21st. Business meeting.
* **Thursday, December 12th at Community Room will be Holiday gathering**. Call Clerk and book it. Karin will check who to call. (Fire Hall is through the County.) 6:00 pm – bring a dish to pass. John offered to bring Chili and Baked Potatoes. Karin – cornbread.

**Financial Reports: Sandi absent.**

**Meeting adjourned at 7:11 PM. Next meeting: 6:00 on November 21st at the library.**

Respectfully submitted, Gail Sgrecci, DSPML Board Secretary