

Black Earth Library Board Minutes 5/17/2022

<https://us02web.zoom.us/j/81093410892?pwd=T2ljWEdqDBYZzdSMjdjSUJjU0JsUT09>

Meeting ID: 810 9341 0892

Passcode: 346983

Or by phone: dial +1 312 626 6799 US (Chicago)

1. Call to order
 - Schuetz called the meeting to order at 7:02 pm
2. Roll call of members
 - Schuetz, Colby, Moyer present with Bailey Anderson
 - Absent: Munson
 - Moore arrived at 7:55pm
3. Proof of posting
 - Schuetz read the proof of posting
4. Adoption/amendment of agenda
 - Schuetz motioned to approve
 - Moyer seconded the motion
 - Motion passed
5. Reading and approval of minutes
 - a.) Reading of 04/19/2022 Minutes
 - Moyer motioned to approve
 - Schuetz seconded the motion
 - Motion carried
6. Friends of the Library
 - May 11 meeting: election of officers. Lisa Lutz, Treasurer, Still looking for a president
 - Anderson requested \$490 for SLP prizes. FOL donating up to \$250 for Library Projects
 - Upcoming Fundraisers: Pie Auction, Membership Drive, Book Sale
7. Village Update (Moyer)
 - Village Board approved Library request to carry over funds from 2021
 - Moyer met with Anderson and newly appointed School District Representative Ann Moore for Library Board member orientation
8. Treasurer's report (Schuetz)
 - Schuetz motioned to accept the report
 - Moyer seconded the motion
 - Motion carried

9. Action on Bills
 - All bills approved
 - Motion by Schuetz
 - Moyer seconded the motion
 - Motion carried
10. Discussion/Action on New School District Library Board Representative, Ann Moore
 - Member not present at this time
 - Schuetz motioned to table until she arrives
 - Moyer seconded the motion
 - Motion carried
11. Discussion/Action on Director review

Schuetz asked that Board members send ideas and comments to him for the upcoming review. Staff has submitted comments to him. Schuetz will have first draft by the end of the week. Discussion/Action will be added to June Board meeting agenda. No action needed.
12. Discussion/Action on flooring options.

Anderson gave an update on flooring options ranging from \$13,000 to \$22,000 (H&R Carpets). Many options: carpet tiles with patterns. Anderson will work with designer and get two additional estimates. No action needed.
13. Discussion/Action on desk estimates and options

Anderson needs a new desk configuration in office. Current desk is original to building. She presented a proposal for a new desk using SCLS purchasing agreement. Discussion on disposing of old desk. Library employee would like to purchase it.

 - Colby motioned to approve purchase of desk not to exceed \$700
 - Moyer seconded the motion
 - Motion carried
14. (See item #10) Discussion/Action on New School Board Representative, Ann Moore
 - Moore arrived at 7:55 pm
 - Received orientation with Anderson on 3/3/2022
15. Discussion/Action bylaw related to purchasing limits without Board approval

Anderson requested a change in Bylaws pertaining to purchasing items for the library. Discussion ensued on establishing monetary limits and guidelines for bidding purposes.

 - Motion by Colby to approve change in Black Earth Public Library Bylaw Article 6, Section 9. (See below)
 - Moyer seconded the motion
 - Motion passed

Section 9. The Board shall approve any expenditures on a single item or service of \$1000.00 or more. Items or services of \$1000.00 or more, which are not provided through cooperative purchasing services or contracts held by South Central Library System, must obtain a minimum of three quotes. Should three quotes not be available, proof of attempt will suffice. In the event of an emergency purchase whose

delay would prohibit the library from safely providing library services, this may be waived with approval of the Treasurer. **Any purchase which exceeds the annual budget's line item total must be approved by the Board in advance.**

16. Director's Report

Anderson highlighted increased customer usage, upcoming meetings and programs.

- Schuetz motioned to accept Director's Report
- Moyer seconded the motion
- Motion carried

17. Future agenda items

- Flooring options
- Director's Annual Review

18. Next meeting: June 22, 2022 at 7 pm

19. Adjournment

- Motion by Moore
- Schuetz seconded the motion
- Motion carried, Meeting adjourned at 8:55pm