

Black Earth Library Board Minutes 1/18/2022

<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 7:00 p.m.
2. Roll call of members
 - Schuetz, Updike, Colby, Moyer present with Bailey Anderson
 - Absent: Munson
3. Proof of posting
 - Schuetz read the proof of posting
4. Adoption/amendment of agenda
 - Moyer motioned to approve
 - Updike seconded the motion
 - Motion passed
5. Reading and approval of minutes
 - a.) 12/19/2021 Minutes
 - Schuetz noted a misspelled name
 - Schuetz motioned to approve amended minutes
 - Updike seconded
 - Motion carried
6. Friends of the Library
 - Postponement of Trivia Night announced by FOL due to Covid increasing cases
 - Postponement of FOL January meeting
7. Village Update (Moyer)
8. Treasurer's report (Schuetz)
 - Moyer motioned to accept the report
 - Updike seconded the motion
 - Motion carried
9. Action on bills
 - Schuetz presented the bills
 - Updike motioned to approve the bills
 - Moyer seconded the motion
 - Motion carried

10. Discussion/Action on Annual Report progress

Anderson attended a webinar to help with the report. Currently gathering information with assistance from SCLS staff. Over budget on Books line item. Under budget on other line items will even out the total. No action needed.

12. Discussion/Action on vacation carryover, Resolution #2022-01

Anderson informed Board of difficulty with Village handbook vacation policy concerning Library employees carrying over earned vacation. Small staff at library makes March 31 deadline an obstacle so would like the deadline extended. Resolution discussed.

Vacation Policy for Library employees: An employee may carry over up to one week's worth of earned vacation time into the following year, proportionately to time worked, to be used by December 31st of that year. Earned vacation time carried over from the previous year should be used before earned vacation time from the current year. Any hours in excess of one week's worth of vacation are lost.

- Schuetz will sign document and give a copy to S. Benish, Village Administrator
- Moyer motioned to approve Resolution #2022-01
- Updike seconded the motion
- Motion carried

13. Director's Report

New hours working out well. Signage updated. Work flow has been uninterrupted with new delivery time.

Anderson approved as Notary for 4 years – proving helpful already to Village residents
Exchange student attended TAB (Teen Advisory Board) meeting)

14. Next meeting Agenda

- Annual report
- Project for exchange student.

15. Next meeting: Tuesday, February 15, 2022

16. Adjournment

- Updike moved to adjourn the meeting at 7:50 pm
- Schuetz seconded
- Motion carried