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Stevens Memorial community library minutes January 2022 Updated automatically every 5 minutes

Stevens Memorial Community Library
Minutes of the Board of Trustees
January 10, 2022

The January meeting of the Board of Trustees was held Virtually due to Covid -19 upsurge at the library with all present except Mike Morse. President Janis Hempel was having computer issues, so VP Sandy Eck chaired this meeting and called the meeting to order at 6:12 PM. Also present were: Karen Rosolowski, Art Klein, Jennifer Wilkinson, Sandy Eck, and Frank White (treasurer) and Bonnie Stockholm and Lori Kubik.

After we reviewed the agenda and Bonnie made a motion to approve the Agenda, which was seconded by Sandy and passed.

Bonnie made a motion to approve the December 2021 minutes, which was seconded by Sandy and passed.

We reviewed the past month's expenditures and discussed same with the treasurer (and Frank outlined his report). Moved by Jen, seconded by Sandy - Voted to approve; passed.

Director's report was reviewed (attached). Slow in the library. Covid issues discussed. Cupula Grant Finalized. Annual Update to comptroller sent. Grant applications. Oceans of possibilities summer reading program. Thank you cards!

Under Old Business, we discussed : none.

Under New Business, we discussed:
A. Meeting dates 2022 (vote) February – move to Tuesday? Agreed upon the 14th 5:30 PM time– and the October date moved due to Columbus day
Moved by Bonnie, seconded by Lori - Voted to approve; passed.
B. Covid Updates – masks, test kits, other libraries – statements released, 120 kits, 2 per box, people lining up to get free kits, arrived Friday, gone on Saturday.

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Stevens Memorial community library minutes FEB 2022 (1) Updated automatically every 5 minutes

Stevens Memorial Community Library
Minutes of the Board of Trustees
February 14, 2022

The February meeting of the Board of Trustees was held Virtually due to Covid -19 and Valentine's Day, with all present except Art Klein. President Janis Hempel called the meeting to order at 5:35 PM. Also present were: Karen Rosolowski, Mike Morse, Jennifer Wilkinson, Sandy Eck, Frank White (treasurer), Bonnie Stockholm and Lori Kubik. (Sandy was a few minutes late due to the move of the meeting from in person to all virtual.)

After we reviewed the agenda and Jen made a motion to approve the Agenda, which was seconded by Sandy and passed.

Mike made a motion to approve the January 2022 minutes, which was seconded by Sandy and passed.

We reviewed the past month's expenditures and discussed same with the treasurer (and Frank outlined his report). (Payroll 6 weeks, National Grid both Dec. and Jan. paid). Moved by Sandy, seconded by Jen - Voted to approve; passed.

Director's report was reviewed (attached). Blink Phone System will be put in this week. Budget Vote May. Jaquline is retiring, placed an advertisement – 14 applicants so far. Advertised for 15-20 and as needed. Masks – kids wear for story hour. PJ Story Hours coming up.

Under Old Business, we discussed : none.

Under New Business, we discussed:
A. Budget Finance Committee meeting: need to select a date – Karen will call Art. (Frank, Karen, Art and Janis are on that committee).
B. Annual Meeting April 11
1. Vote on officers (can rollover from previous years)

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Maybe – definitely 2 open spots.

C. Annual Report to PLS – 2 Special Meetings

D. Budget vote May 17

E. Trustee education Records - # hours needs to be kept track of for the Annual Report – spreadsheet needed. Sexual Harassment needed by everyone – Karen will send us the link. Annual requirement. Karen will send the annual requirements to Jen and Jen will make the spreadsheet for everyone to keep track of the "Continuing Education" requirements. 2 hours per year needed for Trustees. We already have the 1.5 hour(s) from our meeting with Ron.

For Public Comments, none.

Jen made a motion to adjourn at 6:28 PM, seconded by Lori, and passed.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

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SMCL March 2022 meeting minutes.docx Updated automatically every 5 minutes

Stevens Memorial Community Library
Minutes of the Board of Trustees
March 14, 2022

The March meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. President Janis Hempel called the meeting to order at 6:11 PM. Also present were: Karen Rosolowski, Art Klein, Jennifer Wilkinson, Mike Morse (virtually), and Frank White (treasurer) Sandy Eck and Lori Kubik. Bonnie Stockholm was absent.

We did pledge to the flag. After we reviewed the agenda, Lori made a motion to approve it, which was seconded by Sandy, and carried. Mike made a motion to approve the February, 2022 minutes, which was seconded by Lori and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report. Bequests and Leaves for the mural were also discussed. Jen made a motion to accept treasure's report and expenditures and approve them, which was seconded by Art and carried. A wireless microphone was also discussed.

Director's report (attached). Karen noted the make and take has gone well.

Under Old Business,

a. None to discuss.

Under New Business,

a. Budget Vote is coming up – reviewed language for budget proposition
b. Motion for Jen to be on the Ballot – Sandy motioned and Art seconded, carried.
c. April will have the annual meeting following our regular meeting.
d. New Hours:
    i. M 10-5
    ii. Tue 10-8
    iii. W 10-5
    iv. Th 1-8

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executive session for personnel discussion – new hires – at 6:52 PM, Jen seconded. Moved out by Art at 6:56 PM and seconded by Jen. Motion to approve hire of Anna Huffer and Fernanda Aztiz, both, was made by Sandy, seconded by Lori and carried.

For Public Comments, no comments.

Jen made a motion to adjourn at 6:57 PM, seconded by Sandy, carried. The next meeting will be held on April 11, 2022 at 6:00pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

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Stevens Memorial Community Library
Minutes of the Board of Trustees
April 11, 2022

The March meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. President Janis Hempel called the meeting to order at 6:04 PM. Also present were: Karen Rosolowski, Art Klein, Jennifer Wilkinson, Bonnie Stockholm, Frank White (treasurer), Sandy Eck and Lori Kubik (virtually). Mike Morse was absent.

We did pledge to the flag. After we reviewed the agenda, Sandy made a motion to approve it, which was seconded by Bonnie, and carried. Art made a motion to approve the March, 2022 minutes after fixing the typo, which was seconded by Sandy and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report. Sandy made a motion to accept treasure's report and expenditures and approve them, which was seconded by Jen and carried.

Director's report (attached). Karen noted the generator repair, the egg hunt and the annual report.

Under Old Business,

a. None to discuss.

Under New Business,

a. Presentation by Monica Redding for Project Read – very informative
b. Approve 2021 (year in review) Annual Report – Jen motioned and Bonnie seconded, carried.
c. Wellness Fair coming on May 20th at the Attica High School – Karen will be there

For Public Comments, no comments.

Jen made a motion to adjourn at 7:02 PM, seconded by Bonnie, carried. The next

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Stevens Memorial Community Library
Minutes of the Board of Trustees
May 9, 2022

The May meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. President Janis Hempel called the meeting to order at 6:03 PM. Also present were: Karen Rosolowski, Art Klein, Jennifer Wilkinson, Bonnie Stockholm, Frank White (treasurer), Sandy Eck and Lori Kubik. Mike Morse was absent.

We did pledge to the flag. After we reviewed the agenda, Art made a motion to approve it, which was seconded by Sandy, and carried. Sandy made a motion to approve the April, 2022 minutes after fixing the typo, which was seconded by Art and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report. Jen made a motion to accept treasure's report and expenditures and approve them, which was seconded by Bonnie and carried.

Director's report (attached). Karen noted the lettering on the reading room and the other memorial purchases.

Under Old Business,

a. Jen showed all the draft Continuing Library Education binder draft.

Under New Business,

a. The sign-up sheet for our Day at the Fair was circulated for the Thursday, August 18, 2022 coverage by Stevens Memorial Library.
b. Systems Accent Policy was acknowledged
c. Janis will reach out to Sally June as a possible trustee
d. Jacquline's retirement gift from the Board was discussed.

For Public Comments, no comments.

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Stevens Memorial Community Library

Minutes of the Board of Trustees

June 6, 2022

The June meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. President Janis Hempel called the meeting to order at 6:03 PM. Also present were: Art Klein, Bonnie Stockholm, Sandy Eck and Mike Morse. Jennifer Wilkinson, Lori Kubik, Frank White (treasurer), and Karen Rosolowski were absent..

We did the pledge to the flag. After we reviewed the agenda, Mike made a motion to approve it, which was seconded by Sandy and carried. We did not have the minutes to the May meeting to discuss since our meeting was moved up one week.

We reviewed the past month's expenditures and discussed the Treasurer Report. Art made a motion to accept the treasurer's report and expenditures and approve them, which was seconded by Mike and carried.

Under Old Business,

a. Term limits- Bonnie questioned how many terms a person can serve consecutively. Each term is five years. Art Klein's term was up in 2022.Janis appointed him for one more year. Art agreed, all were in favor.
We discussed the number of members needed for the board

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from the Board.

b. Motion made by Mike to create a substitute director position. Training should be provided. Monica is interested and has been filling in during Karen's absence. Motion was seconded by Sandy, carried.
c. Discussed asking Ron Kirsop to help with training in Karen's absence.

Janis made a motion to move to Executive session at 6:31, seconded by Bonnie, carried.

Bonnie motioned out of Executive Session at 6:41, seconded by Mike, carried.

Bonnie made a motion to adjourn at 6:45, seconded by Art, carried. The next meeting will be held on July 11, 2022 at 6:00 PM in the Library.

Respectfully submitted,

Sandra R. Eck (substitute secretary)

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Stevens Memorial Community Library

Minutes of the Board of Trustees

July 11, 2022

The July meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. President Janis Hempel called the meeting to order at 6:05 PM. Also present were: Art Klein, Bonnie Stockholm, Sandy Eck, Mike Morse, Lori Kubik(phoned in), and Frank White (treasurer). Jennifer Wilkinson and Karen Rosolowski were absent..

We did the pledge to the flag. After we reviewed the agenda, Mike made a motion to approve it, which was seconded by Sandy and carried. We did not have the minutes to the June meeting.

We reviewed the past month's expenditures and discussed the Treasurer Report. Mike made a motion to accept the treasurer's report and expenditures and approve them, which was seconded by Art and carried.

Under Old Business,

a. Term limits- Bonnie questioned how many terms a person can serve consecutively. Each term is five years. Art Klein's term was up in 2022.Janis appointed him for one more year. Art agreed, all were in favor.
We discussed the number of members needed for the board

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Library minutes July 2022 (2).docx Updated automatically every 5 minutes

are going very well, everyone is working as a team

c. Library incident- an employee has been feeling uncomfortable with a patron that seems to show up when she is working. Karen spoke to the police as well as the employee. Mike will follow up with the Chief of Police tomorrow to see what else should or can be done.
d. Bonnie noticed that the expenditures increased 3 or 4x from the budgeted amount in the areas of repairs and accounting.

Sandy made a motion to adjourn at 6:37, seconded by Bonnie, carried. The next meeting will be held on August 8, 2022 at 6:00 PM in the Library.

Respectfully submitted,

Sandra R. Eck (substitute secretary)

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Stevens Memorial Community Library
Minutes of the Board of Trustees
August 8, 2022

The August meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. President Janis Hempel called the meeting to order at 6:03 PM. Also present were: Art Klein, Jennifer Wilkinson, Bonnie Stockholm, Frank White (treasurer), Sandy Eck, Lori Kubik (via telephone), and Mike Morse. Director Karen Rosolowski was absent.

We did pledge to the flag. After we reviewed the agenda, Sandy made a motion to approve it, which was seconded by Mike, and carried. Jen made a motion to approve the June and July, 2022 minutes after review, which was seconded by Sandy and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report. Treasurer Frank discovered that the increase in Monica's pay has not been carried out by the payroll company, and he will follow-up on that with both Monica and the payroll provider. Mike made a motion to accept treasure's report and expenditures and approve them, which was seconded by Sandy and carried.

Director's report. Karen provided a brief update through Janis: Summer reading will wrap up soon with certificates and prizes. A dehumidifier has been installed in the basement. Monica would like to start an infant story hour in the new year. Short intro to books, sensory and play. "I love and so much appreciate the quality Monica brings to our early childhood programs."

Under Old Business,

a. The questions regarding terms of office and term limits need to be cleared up. The minimum number of trustees must be reviewed. A copy of the By-laws will be provided to Jen so that she can review and report as to the proper

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personnel have been resolved.

b. The Day at the Fair was discussed for the Thursday, August 18, 2022 coverage by Stevens Memorial Library – Jen will cover 12-3 and Sandy will cover 3 to 6 – we need to know if there is an additional shift (prior to 12 or after 6) and Janis will follow-up with same.
c. Filming Policy discussed – a review of the current policy is necessary so that Jen may edit the proposed policy. Janis will follow-up with Karen as to the location of the current policies so they may be reviewed.

For Public Comments, no comments.

Jen made a motion to adjourn at 6:45 PM, seconded by Mike, carried. The next meeting will be held on September 12, 2022 at 6:00 pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

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Stevens Memorial Community Library
Minutes of the Board of Trustees
September 12, 2022

The September meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. President Janis Hempel called the meeting to order at 6:05 PM. Also present were: Jennifer Wilkinson, Bonnie Stockholm (as a member of the public), Frank White (treasurer), Sandy Eck, Lori Kubik (via telephone). Director Karen Rosolowski was absent, as was Mike Morse.

We did pledge to the flag. After we reviewed the agenda, it was amended to add 3 items of Old Business. Jen made a motion to approve it, which was seconded by Sandy, and carried. Sandy made a motion to approve the August, 2022 minutes after review, which was seconded by Lori and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report. Treasurer Frank also provided the 2021-2022 report for the previous year's expenditures for comparison. Jen made a motion to accept treasure's report and expenditures and approve them, which was seconded by Sandy and carried.

Director's report. There is no official report to attach. Janis gives update on Karen's status.

Under Old Business,

a. The questions regarding terms of office and term limits was cleared up by a memorandum provided by Jen after legal research and consultation with the Library System. The minimum number of trustees is to be 7 per the by-laws

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every 5 years. A copy of the current by-laws was provided to all to review so we may begin discussions at the next meeting about what changes, if any, the update should contain. Discussion to be had at October Meeting whether to set up a committee or if the entire Board prefers to discuss and then revise.

b. Patron Code of Conduct – was revised and circulated to all Trustees. Reviewed and approved as update policy. (Approval of policy moved by Jen, Seconded by Sandy; carried).
c. Video Recording Policy – draft was revised after discussion at the prior meeting, and was circulated to all Trustees. Reviewed and approved to update Library policy. (Approval of policy moved by Sandy, Seconded by Lori; carried).
d. Discussion was had regarding updating the website. Proposed for further discussion at next month's meeting: considerations on who should update

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Treasurer working with PLS to get to the bottom of the discrepancy. Asked for older documents if we had them.

c. Karen Payroll – does the library have a disability insurance policy? Will look into for October.
d. Discussion of next meeting date – due to the holiday (Columbus Day or Indigenous People's Day, we will not meet on the 10th) and we will move the meeting to Monday October 24 so that Secretary J. Wilkinson can attend.

For Public Comments, no comments.

FOR NEXT MONTH: (On October 24, 2022 at 6:00 PM)
Old Business:

1. By-Laws to update: Committee or entire Board of Trustees to work on it?
2. Updating the website to be in compliance; who should do that? Do we have a cost for the website?
3. Monica Stipend discussion
4. Does the library carry a disability insurance policy?

Jen made a motion to adjourn at 6:49 PM, seconded by Sandy, carried. The next meeting will be held on October 24, 2022 at 6:00 pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
October 24, 2022

The October meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. President Janis Hempel called the meeting to order at 6:08 PM. Also present were: Jennifer Wilkinson, Barb Helak (as a member of the public, considering joining the Board), Frank White (treasurer), Sandy Eck, Lori Kubik (arrived at 6:24) and Mike Morse. Director Karen Rosolowski was absent.

We did pledge to the flag. After we reviewed the agenda, it was amended to add 3 items from an e-mail from Karen. Mike made a motion to approve it, which was seconded by Sandy, and carried. Sandy made a motion to approve the September, 2022 minutes, which was seconded by Mike and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report. There was an error for the hourly rate for Monica. Also, some of the bills were put into a pile for Karen, and thus delayed in payment. It was suggested that Frank reach out to see if the late fees could be waived due to the usual good payment and the circumstances of the Director, etc. Treasurer Frank also provided the 2021-2022 report for the previous year's expenditures for comparison. Jen made a motion to accept the Treasure's report and expenditures and approve them, which was seconded by Sandy and carried.

Director's report. There is no official report to attach, however, Karen sent an e-mail, which also gives update on Karen's status.

Under Old Business,

a. Monica's stipend amount was discussed due to her shouldering additional responsibilities. Motion was made by Jen, seconded by Sandy, that
    1. Monica receive a stipend of $2200 to cover the 11 pay periods from June through present, and that going forward, a stipend of $200/bi-weekly be paid to Monica in a separate check until the Director's return to full duty
    2. Said motion was carried.
b. AUD status – it ian AUD not an Audit (Annual Update Document). Waiting to hear back from Kelly or Comptroller
c. By-Laws – discussion was had to review a portion of the by-laws each month by the full board so as to review for any additions or changes. Secretary JMW will outline each of the bullet points to be discussed each month, and shall bring the list/document to update
d. Website is updated by Karen and is up to date with minutes. No cost.
e. For disability insurance there would be no working for the person receiving per Karen

Under New Business,

a. Staff doing an excellent job, decorations beautiful, Infant program has begun
b. Levels for Books – can we do something? Stickers on Books? Or Books in Sections? VOX books?
c. Snow Removal – authorize Karen to enter into contract for snow removal with lowest estimate, motion by Jen, second by sandy, carried.
d. Great Give Back – library participate in collection of new school supplies
e. PLS is now OWWL libraries

For Public Comments, Barb commented that the Library should be involved for Winterfest. Discussion of past Winterfest activities and discussion of building capacity ensued.

FOR NEXT MONTH: (On November 14, 2022 at 6:00 PM)
Old Business to discuss:

1. By-Laws to update: Entire Board of Trustees to work on it
2. Levels for Books – can we do something?

Jen made a motion to adjourn at 7:18 PM, seconded by Lori, carried. The next meeting will be held on November 14, 2022 at 6:00 pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
November 14, 2022

The November meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. President Janis Hempel called the meeting to order at 6:08 PM. Also present were: Jennifer Wilkinson, Barb Helak (as a member of the public, considering joining the Board), Frank White (treasurer), Sandy Eck, Lori Kubik (arrived at 6:24) and Mike Morse. Director Karen Rosolowski was absent.

We did pledge to the flag. After we reviewed the agenda, it was amended to add 3 items from an e-mail from Karen. Mike made a motion to approve it, which was seconded by Sandy, and carried. Sandy made a motion to approve the September, 2022 minutes, which was seconded by Mike and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report. There was an error for the hourly rate for Monica. Also, some of the bills were put into a pile for Karen, and thus delayed in payment. It was suggested that Frank reach out to see if the late fees could be waived due to the usual good payment and the circumstances of the Director, etc. Treasurer Frank also provided the 2021-2022 report for the previous year's expenditures for comparison. Jen made a motion to accept the Treasure's report and expenditures and approve them, which was seconded by Sandy and carried.

Director's report. There is no official report to attach, however, Karen sent an e-mail, which also gives update on Karen's status.

Under Old Business,

a. Monica's stipend amount was discussed due to her shouldering additional responsibilities. Motion was made by Jen, seconded by Sandy, that
    1. Monica receive a stipend of $2200 to cover the 11 pay periods from June through present, and that going forward, a stipend of $200/bi-weekly be paid to Monica in a separate check until the Director's return to full duty
    2. Said motion was carried.
b. AUD status – it ian AUD not an Audit (Annual Update Document). Waiting to hear back from Kelly or Comptroller
c. By-Laws – discussion was had to review a portion of the by-laws each month by the full board so as to review for any additions or changes. Secretary JMW will outline each of the bullet points to be discussed each month, and shall bring the list/document to update
d. Website is updated by Karen and is up to date with minutes. No cost.
e. For disability insurance there would be no working for the person receiving per Karen

Under New Business,

a. Staff doing an excellent job, decorations beautiful, Infant program has begun
b. Levels for Books – can we do something? Stickers on Books? Or Books in Sections? VOX books?
c. Snow Removal – authorize Karen to enter into contract for snow removal with lowest estimate, motion by Jen, second by sandy, carried.

d. Great Give Back – library participate in collection of new school supplies
e. PLS is now OWWL libraries

For Public Comments, Barb commented that the Library should be involved for Winterfest. Discussion of past Winterfest activities and discussion of building capacity ensued.

FOR NEXT MONTH:
Old Business to discuss:

1. By-Laws to update: Entire Board of Trustees to work on it
2. Levels for Books – can we do something?

Jen made a motion to adjourn at 7:18 PM, seconded by Lori, carried. The next meeting will be held on December 12, 2022 at 6:00 pm in the Library.

Respectfully submitted,
Jennifer M. Wilkinson, Secretary

Stevens Memorial Community Library
Minutes of the Board of Trustees
December 12, 2022

The October meeting of the Board of Trustees was held In Person at the Library, at 6:00 PM. President Janis Hempel called the meeting to order at 6:05 PM. Also present were: Jennifer Wilkinson, Frank White (treasurer), Sandy Eck, and Lori Kubik (via telephone), and Barb Helak (as a member of the public, considering joining the Board). Director Karen Rosolowski and Mike Morse were absent.

We did pledge to the flag. After we reviewed the agenda, Jen added the continued discussion of the by-laws and the Christmas Bonuses, and Sandy made a motion to approve it, which was seconded by Jen, and carried. Sandy made a motion to approve the November, 2022 minutes, which was seconded by Lori and carried.

We reviewed the past month's expenditures and discussed the Treasurer Report. Treasurer Frank also provided the 2021-2022 report for the previous year's expenditures for comparison. Jen made a motion to accept the Treasurer's report and expenditures and approve them, which was seconded by Sandy and carried.

Director's report. There is no official report to attach, however, there was an update on Winterfest provided, as well as agenda items.

Under Old Business,

a. Winterfest Wrap Up
b. AUD Audit - $8,000 – June 2019 to be resolved
c. By Laws – JMW made changes requested last meeting, new copy circulated. No changes at this meeting to the remaining topics, we will approve the new By-Laws at the January Meeting and put on a schedule to review every other year

Under New Business,

a. Tax Cap Override – did not have the Resolution on hand, so the vote could not happen at the meeting, members discussed having the vote via e-mail once the Resolution could be reviewed
b. Minimum Wage / Wage Increases – on agenda but the paperwork/suggested increase was not provided at the time of the meeting. Members discussed having the vote via e-mail to at least increase the wages of those below the upcoming change to minimum wage so as to match that new minimum wage, and the rest of the increases to be discussed at the January meeting.
c. Need a chart for 2023 holidays, was not provided in time for the meeting, at next meeting will vote
d. Rollover CDs – motion by Mike, Seconded by Sandy, carried.
e. End of the year bonuses motion made by Jen to accept the list discussed and circulated via e-mail with the 11/16/2022 list seconded by Lori and carried. List provided to treasurer Frank.
f.

For Public Comments, none.

FOR NEXT MONTH: (On January at 6:00 PM)

Jen made a motion to adjourn at 6:57 PM, seconded by Sandy, carried. The next meeting will be held on December 12, 2022 at 6:00 pm in the Library.

PENDING THE NEXT MEETING:
As discussed at the meeting, an e-mail was circulated for a vote upon the items that lacked documentation at the meeting, and the following was resolved:

_____

_____

FOR THE JANUARY AGENDA:
Old Business to discuss:

1. By-Laws to update: Board of Trustees to pass the amended By-Laws, and add to bi-annual review plan
2. 2023 Holiday Schedule
3. Wage increases

New Business to discuss:

1. Update long range plan of the library

Respectfully submitted,
Jennifer M. Wilkinson, Secretary