

Perry Cook Memorial Library
Board of Trustees
June 13, 2023
Regular Monthly Meeting

- 1.) Call to Order: Mary Roush at 7:00 pm. Roll call was taken and present were Mary Jobe vice president, Annie Fraizer secretary, Julie Rhea, Paul Sipes, Michelle Fidler, Travis Dean board members, Nicole Meyer fiscal officer, and Jennifer Gliebe director.
- 2.) Minutes of the regular May 9, 2023 meeting were reviewed. Mary J motioned to approve, Michelle seconded. Minutes of the special May 16, 2023 meeting were reviewed. Paul motioned to approve, Michelle seconded.
- 3.) Director's Report:
Paper report provided to all. Highlights discussed:
 - a.) The rope broke on the outside flags, and will be fixed.
 - b.) There is a possibility the "garden shed" next door may be the original post office for Shauck. Additional research will be conducted if it's the original PO and consideration given for what to do with the structure. Jen has names of people who could do a new roof for the shed if needed and a possible pole barn for the open space. She will do further investigation for estimates.
 - c.) Tanya has been well-received at Candlewood. She will be outside the lodge in good weather but inside for bad weather. Advertised our services on their event calendar and the library's facebook page. Candlewood will put our services in their email blast and newsletter. Candlewood staff asked if we could do a "sew and sew class" out there. Jen is still deciding about the feasibility of it. Tanya may need additional budgeted hours to do more Outreach if there are more requests for services.
- 4.) Fiscal Officer's Report:
 - a.) Time given to review paper report. Nicole noted that there were many additional voided checks due to printing error.
 - b.) Property insurance: there is a deductible for transformers and substation. There were questions about what the policy covers. Mary R requested an insurance representative to come and talk/go over the policy with us. Nicole will ask him to come at 6:00 before the next board meeting or check for other availability.
 - c.) Mary R asked how the budget was doing with large expenditures of demolition. Nicole noted she had \$40k appropriated. That part of the budget remains about \$10k under so this is good.
 - d.) The Finance committee will meet at some point to go over July's tax budget.
 - e.) Additional funds were needed for delivery services for ILL/SEO. Michelle motioned to move funds, \$786.24, from contingency to library materials control services 2 day delivery services for ILL/SEO. Moving forward this will be a line of the budget for the annual cost.
- 5.) Old Business: The property next door has been seeded and straw is down waiting to grow. A connection with Pioneer or Northmor students for design possibilities was discussed. Also discussed a pollinator garden and talking to Carri Jagger for ideas.
- 6.) New Business:
Staffing: Jane is leaving at the end of the school year 2024. Jane would like to train her replacement. Discussion regarding eliminating the office manager position of 5 hours a week. This role is no longer needed because the library now has a full time director rather than part time. These 5 hours will go to the front desk or youth (Early Learners) staffing as of July 1.
- 7.) Julie motioned to accept small donations of \$25.56, Mary J seconded.

Motion to adjourn Julie and second Mary J.



Mary Roush, President



Annie Fraizer, Secretary