

## Calhoun Memorial Library Board Meeting Minutes Dec. 6, 2022

Minutes of the Calhoun Memorial Library Board of Director's Meeting: Dec. 6, 2022

The board meeting was called to order at 9 a.m. on Dec. 6, 2022, by President Jean Wacker at the Calhoun Memorial Library.

Members present: Kathy Hayes, Nancy Nix, Jeff Martin, Jean Wacker, and Rachel Westberg. Missing were Louise Brown and Evie Nelson. Also present was director Emily Resendiz and Jim Adams.

The agenda was approved by motion of Kathy Hayes, seconded by Rachel Westberg. Motion carried.

There were no in-person public comments.

Jim Adams was on hand to discuss with the board his proposal to donate/provide information and materials regarding dementia and Alzheimer's. These items would be available at the library for patrons to check out and peruse, and would be updated on a regular basis by Adams. Adams will work with Resendiz to get those materials together and to the library for use.

Minutes of the November board meeting were presented to board members in printed form. Motion was made Jeff Martin, seconded by Nancy Nix, to accept the minutes as printed. Motion carried.

Treasurer Kathy Hayes presented the final expenditures, year to date budget, Act 150 and checking account report for November. Motion made by Rachel Westberg, seconded by Nancy Nix, to approve October treasurer reports. Motion carried.

Library Director Emily Resendiz presented petty cash, statistics, Friends of the Library updates, and activities in her director's reports.

Rachel Westberg, school representative, reported on Chetek-Weyerhaeuser school activities.

Jeff Martin reported on city council happenings

Resendiz relayed to the board that she could not move forward with her request to open a checking account for petty cash purposes, and she updated the board on the door and counter projects.

The board held discussion on providing staff bonuses/gifts for the holiday season. A motion was made by Jeff Martin to provide \$150 for the director and \$100 for each library aid as done last year. The motion was seconded by Rachel Westberg. Motion carried.

The 2023 board meeting dates and library closed dates were presented to the board. Motion made by Kathy Hayes to approve the board meeting dates as presented, seconded by Nancy Nix. Motion carried. A motion was made to approve the library closed dates as presented by Kathy Hayes, seconded by Rachel Westberg. Motion carried.

An updated and revised 2023 budget was presented to the board, which Resendiz itemized for her reference purposes as a guide. A motion was made by Nancy Nix to approve the itemized budget for Resendiz to move forward with. Motion seconded by Jeff Martin. Motion carried.

Because of some discrepancy, a request was made to re-establish and confirm the wages for a library employee. A motion was made by Jeff Martin, seconded by Nancy Nix, to establish that corrected wage for the upcoming year.

Resendiz also presented proposals to update and increase employee vacation and sick time in an effort to closer streamline the process with the city's handbook and guidelines. A motion was made by Jeff Martin to increase employee vacation time as presented, seconded by Nancy Nix. Motion carried. A second

motion was made by Kathy Hayes to realign sick time so it would accrue each payroll instead of being provided in a lump sum at the beginning of the year; in addition, sick time would be provided on an employee's anniversary date instead of the beginning of the calendar year. With the change, employees would also be allowed to carry over sick time from 2022 into 2023...and only for this year. That motion was seconded by Rachel Westberg. Motion carried.

Resendiz presented proposed changes to the library board policies for the board's review. These changes will be addressed at the January 2023 meeting.

Items for the January meeting include addressing the requested library policy and procedure updates, the addition of a new hire, and updates on the door, cabinet, and counter top projects.

Motion to adjourn by Kathy Hayes, seconded by Nancy Nix. Motion carried; meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Rachel Westberg". The signature is written in black ink and is positioned below the typed name "Rachel Westberg".