

# **February 23rd, 2021 Minutes**

## **Suring Area Public Library Board Zoom and in person**

### **Members Present:**

**Director** – Jill Trochta

**Town of Brazeau** - LoAnn Elbe, Jean Grosse, Diann Weier

**Town of Breed** - Bette Elbe

**Town of How** - Kate Mikle

**Town of Maple Valley** - Candie Lehto

**Town of Mountain** - Gail Golden, JoAnn Urban

**Village of Suring** - Rich Kramp

A motion was made to approve the agenda, LoAnn made a motion to approve the agenda, JoAnn Urban 2<sup>nd</sup> the motion, motion carried.

No Public Input

A motion was made to approve the minutes from the last meeting in January, minutes were approved as written.

### **Library Directors Report**

Jill gave the library report

Jill and Staff have completed the Compassion Resiliency Training.

The DPI Library report is finished and will need to be approved by the Trustees at the February meeting.

St. Patrick's Day crafts are available for pick-up.

The Library By-Laws have been updated by Jill and Candi, the by-laws need to be approved tonight.

The Annual Pie and Ice Cream Social July 18th and Rummage Sale Dates April 29th & 30th, May 1st, and May 6th-8th at Town of How Community Building have been tentatively set, as well as the Annual Book Sale.

We need to replace 2 computers this year, as well as upgrading to Windows 2019 on 5 of the computers. The cost will be more than what was budgeted for computers/software for 2021.

### **Financial Report**

Petty Cash Deposit of \$45.75

An overview of the financial reports was given by Jill.

Candie moves to move the \$5600.00 from Maintenance to the Operating Budget, 2nd motion made by Gail. All in favor; Motion carried.

### **Bills**

A motion was made by Rich Kramp, 2<sup>nd</sup> by Joann Urban to approve the February bills; motion carried.

Roll was taken to approve the bills, it was a unanimous approval.

### **New Business**

Candie reviewed the Suring Public Library By-Laws. Candie and Jill reviewed and used the DPI Library By-Laws and things that were up to date from the past Suring Library By-Laws to create the recommendations for the Suring Public Library By-Laws.

Updates Included;

- Salary for Library Workers would be decided by the board with input from the Library Director.
- Change to state that Library Board Members can attend meetings in-person or virtually. Jill communicated what the valid reasons would be for an absence, members must contact the Director prior to the absence.

Rich Kramp made a motion to establish the By-Laws for the Suring Public Area Library, LoAnne Elbe 2nd, all in favor, motion carried.

### **Personnel Committee**

Rich Kramp  
Kate Mikle  
Betty Elbe  
Candie Lehto

### **Financial Committee**

JoAnne Urban  
Jean Grosse  
Loann Elber  
Candie Lehto

### **Long Range Planning Committee**

Diann Weier  
Candie Lehto  
Gail Golden

Jill explained that the Library needs a new copy machine. Jill met with James Imaging Systems and received a proposal and with a new copy machine the Library would save \$24.00 a month. It would be a 63 month lease, at \$102.00 a month. It would be a reconditioned machine and toner, parts/labor, and service calls up to 1,000 copies per month are included. LoAnne Elbe made a motion to approve the contract to James Imaging Systems to lease a new copy machine. Rich Kramp 2nd the motion, all in favor, motion passed.

The DPI Library Report must be submitted by March 1st, the report is filled with statistics for the library. Loanne Elbe made a motion to approve the DPI Library Report, 2nd Jean Grosse, all in favor, motion carried.

Bette Elbe moved to closed session for Personnel, no one objected, we moved to closed session.

Bette Elbe moved to move back into open session, no one objected, we moved back into open session.

Bette Elbe makes a motion to give Jill Trochta a \$1,000.00 bonus for 2020. Richard 2nd, all in favor, Motion Carried.

The Library starting March 1st will be opening on Friday afternoons from 1pm-5pm.

Bette Elbe adjourned the meeting. 6:35pm. Next Meeting; March 23rd at 5:00pm.