

**FINAL**  
**LIBRARY BOARD OF TRUSTEES**  
**REGULAR PUBLIC MEETING**  
**March 17, 2021 at 7:30 PM**

**AGENDA**

Meeting Called to Order at 7:37

**Present:** J. Golde, A. Moss, L. Stutz, E. Hobson (Director), M. Ghiorse, M. McNamara (Friends) A. Hendele, K. Koster, , C. Torino, T. Gordon

**Absent:** L. Barrett, N. Sullivan (Trustee Liaison)

**Approval of Minutes**

M. Ghiorso motions, L. Stutz seconds to approve the February minutes

**President's Report**

- Eager to hear E. Hobson's plans for reopening to the public.

**Director's Report**

- The library is looking to reopen on April 12
- E. Hobson said the library will start with access by appointment only for time slots with expansion planned as things improve
- The library is looking for a part-time YA librarian. Applications are being accepted and evaluated at the moment.
  - There are good applicants being considered, and the hope is to begin building the YA department for the future and develop a deeper integrated dynamic with the middle and high school.
- A. Moss raised the idea of sharing a YA librarian between other rivertowns to help support a full-time job.
- The library has been approached regarding room rentals for the summer and the board discussed how that might work, and agreed there were good possibilities to make it work and we would have further discussion in subsequent meetings and by email.
- L. Stutz has been exploring opportunities for the library to obtain refurbished laptops loaded with programs for people returning to work.
- The library and librarians have begun the process of running a diversity audit on the library's collection

**Librarians' Reports**

**Strategic Plan Committee**

- E. Hobson asked how the library might roll out the strategic plan publicly
- The board discussed events and opportunities for the library to serve the strategic plan and village as part of a long roll out.

**Report from the Friends of the DFPL**

- The friends are hosting a mixer with a game night involved on March 25th
- They are also looking at using the garage or other outdoor space to plan a booksale.

### **Finance Committee**

- The committee is waiting for the final budgets
- Report/Findings from finance webinar *Fiduciary responsibilities of Trustees (L. Stutz)*
  - Every board member is responsible for the oversight of the budget. Not just the finance committee.
  - Every board member should read the budget, understand it, and ask questions if they don't.
  - Internal controls. Should never be one person doing orders and signing off
  - The board must approve every single expenditure
  - At annual board meeting pre-authorize vouchers
  - Transparency is key.
- Historically the library has had a treasurer. And the board needs to explore more deeply what the board's actual fiduciary responsibility is.
- T. Gordon suggested that the library adopt an investment policy that the public can see.
- A. Moss mentioned that we should schedule our meeting with the treasurer J. Chuta
- L. Stutz suggested that we come up with an upper limit for sign off
- The board agreed they needed to further discuss fiduciary responsibilities and financial controls.

### **Personnel Committee**

- E. Hobson has started a revised job description for the Director role which will lead to a revised evaluation which will help with leadership development and growth.

### **Marketing Committee**

- E. Hobson is working on the marketing plan as well

### **Policy & Compliance**

- The village code shows that the board must serve for 5 years. The board will investigate whether we can change the code so that we can shorten the terms of library board members to 3 years.
- The photography policy has been recirculated to be edited and revised by the board.
- A. Moss proposed that the board have a schedule for revised policies for the rest of the year.

### **Community Outreach and Advocacy**

- A. Moss asked that the board put out a statement of support for the Asian community in light of the recent violence.

### **Committee Assignments**

- Motion to assign people to committees as laid out in the Committee Assignments document. L. Stutz makes the motion, T. Gordon seconds for approval. Unanimous vote.

### **Executive Session**

A. Hendele motions to enter executive session, K. Koster seconds.

### **Reports/Announcements**

- Next regular meeting is scheduled for April 21 at 7:30 pm
- Remaining board meeting dates for 2021 are as follows: 4/21, 5/26, 6/17, 9/23, 10/21, 11/17, 12/15; all at 7:30 pm

**Adjournment** 9:09