

**LIBRARY BOARD OF TRUSTEES
REGULAR PUBLIC MEETING MINUTES
May 18, 2022 at 7:30 PM**

Meeting Called to Order at 7:35 pm

Present: J. Andrews, L. Barrett (Zoom), N. Cannora (DFPL Interim Director), I. Dominguez (Zoom), G. Elbert (DFPL Librarian); J. Golde, T. Gordon, A. Hendele, J. Illany, C. Sherman (Zoom), L. Stutz (Zoom)

Absent: L. Taylor (DF Trustee Liaison)

Public Comment Period

- No one from the public wished to make a comment

Approval of Meeting Minutes

- J. Illany moved to approve the April minutes. T. Gordon seconded the motion and all approved.

Interim Directors report

- HVAC:
 - K&S discovered issues with the HVAC fan system. We are awaiting an estimate on the fan system work
 - HVAC is a uniquely coded system. Software will be updated shortly through a previously awarded grant.
 - We trying to keep the system up and running for as long as possible before it needs to be upgraded
 - The Library is a cooling center and we have had to close as a cooling center in the past due to HVAC issues
 - We should look into whether the State has cooling center grants
 - Sustainability Taskforce is working on a grant to upgrade the AC for Village Hall and the Library
- Elevator:
 - Otis advised that we need to replace the hydraulic oil in the elevator
 - Must be replaced every 10 years

Presidents' Report - J. Golde

- Comic Con was a great success
- Great job to all staff for running the Library so smoothly
- Director Search
 - List was called on Monday. We will receive the list and then we send out the canvassing letters
 - As soon as the first person responds we can send out the canvassing letter
 - Need to set the interview protocols within the next week
 - Search committee must meet to finalize the written questions
 - Need to figure out the process
 - Board must be better prepared for civil service searches, contacts, etc.
 - Thank you Jennifer for her help
 - Ned provided questions submitted by the staff
 - Search committee meeting on Monday 8:15

Committee Reports

- Finance
 - No report
- Library Director Search
 - See above
- Policy
 - Issue of holidays and Juneteenth. Juneteenth is not a Village holiday due to union contracts. The new Executive Director must determine which holidays the library closes
- Community
 - L. Barrett connected some Children's Village Youth to join the Battle of the Books

Friends' Report

- J. Illany provided an update on behalf of the Friends
- They working on policies as to how to spend the bequest and are meeting with an accountant and reviewing old minutes/policies to see if there is any precedent for how to spend funds
- Booksale raised over \$600
- Suggestion of a book giveaway on Halloween
 - Would need to market
 - Could lead to foot traffic to Library
- Annual meeting June 4 at 6:30. Pamela Paul keynote speaker
 - Per J. Golde, Trustees should rotate attending Friends meetings so that we can get to know each other

Matters Requiring Action

- Changes to By-Laws- tabled until June
- Library fines - tabled until June
- Room Rental Policy - tabled until June
- Public vote to approve stipends previously approved in Executive Session
 - Motion to approve stipend for Ned Canara to serve as Interim Executive Director at a stipend of \$2,000 a month from April 1, 2022 through June 30, 2022 by T. Gordon. J. Illany seconded and all approved.
 - Motion to approve stipend for G. Elbert to complete preparatory work for the Battle of Books. Discussion whether the stipend would be paid at the beginning of the program, middle, end, or split. Because the stipend is for the preparatory work, it was determined it should be paid once the preparatory work was completed. Per G. Elbert, that would be in a week or two.
 - T. Gordon moved to approve \$1175 as a one time stipend for G. Elbert for preparatory work for Battle of Books to be paid in the final pay period of the fiscal year. J. Andrews seconded. Unanimous approval.
- Proposal about Metis
 - L. Schultz suggested that we should table the discussion and decision until the new Executive Director was appointed
 - Discuss next month about the Board's feeling about it
 - Add questions regarding Metis to the list of interview questions
 - Discussion involving the Friends
 - G. Elbert discussed a need to update the catalog system before she buys new books
 - Non-fiction books need to be replaced

- Marketing possibilities with the switch through events and newspaper articles
- Volunteers can help

New Business

- Meetings moving forward
 - Per N.Cannora, Village was agreed to write law to permit hybrid board meetings
 - In person with quorum
 - Zoom has to be acknowledged by president with excuse
 - Public has to be invited to any place meeting is being held
 - Next meeting will be in person without a zoom option
 - Will discuss further at next meeting

Announcements

- Next regular meeting is scheduled for June 15, 2022
 - 3rd Wednesday of each month with no meetings for July and August

J. Golde moved to adjourn T. Gordon seconded. Meeting adjourned 9:05

Adjournment at 9:05 pm