

**Larsen-Sant Public Library
Annual Board Meeting Minutes
Monday, Jun 10, 2024 1:00 pm**

Roll Call: Laura Wheatley, Teresa Rasmussen, Giselle Fitzgerald, David Woodward, Shannon Crowther, Richard Stewart, Max Excell.

Public Comments: No public attendees

Action Items:

Approve Minutes: Richard moved that we approve the board meeting minutes from both the regular and special board meeting minutes, Giselle seconded the motion, all approved.

Approve bills: Richard complimented Laura on keeping the budget on track every year. Giselle moved that the bills be approved, Shannon seconded the motion, all approved.

**Trustees: Comments
: Volunteer hours**

Max-5

Richard-3.5

Giselle-2.5

Shannon-1

David-1.5

: Annual transfer of chairman –Richard moved that we make an exception to the bylaws and appoint Max to retain the chairmanship for one more year with Richard remaining the vice chair, David seconded the motion, all approved.

: Expansion report-Max contacted Randy Henry about being the general contractor for our library expansion, however he declined because his time is consumed by the County. He suggested 3 contractors, one being Rodney Jones. Max has left messages for Rod and is waiting for a return call. Giselle has talked to an architect about doing

a plan for contractors. She will be invited to our next meeting. The CEICOG grant will be pursued once the architectural drawing is done and a contractor has made a bid.

Treasurer: Finances

– LGIP- \$95,056.27

- DBF - \$933,273.98

Librarian: Inventory- Books have been weeded, moved, separated, and in the process of being inventoried. It was a busy week getting things put back together, however it was completed for opening the first Monday in June. The staff put extra effort and time into completing the project. They are so appreciated.

: Job descriptions/Application- Laura was asked to hand out a form to all staff members to see if anyone was interested in the position. Shelley Lowe and Diane Steadman informed Laura that they were interested. Each are interested in a part of the position but not the full position.

: In-House changes- The Program and Lead Library Associate will be hired by the Director. The Assistant Director position will be hired by the board.

The Assistant Director will be hired at a rate of \$18 plus, based on experience. The Program and Lead Library Associate rate will be \$16 plus, based on experience.

Alternative Basic Library Education (ABLE) certificates need to be completed by the applicants.

Shannon moved that we accept the Assistant Director and the Program and Lead Library Associate job descriptions. Richard seconded the motion, all approved.

Giselle moved that the board authorize the Director to hire Diane Steadman as the Program and Lead Library Associate, and the board approves the hiring of Shelley Lowe as the Assistant Director, both will

be effective as of July 1, 2024, Shannon seconded the motion, all approved.

Shannon moved that the Director be authorized to hire an additional associate, Richard seconded the motion, all approved.

Assistant Report: Summer Reading Programs have been planned are in progress, and the kids are having fun.

Policy Approval: Personnel Policy- will be worked on in Policy committee meeting. The proposed Collection Development Policy is not available at the meeting but will be approved by poll. Emails will be sent to Laura from each board member with their consent in the next few days.

Policy Committee Meeting: June 17th- will be changed to the 24th.

Meeting adjourned at 2:30