

OLIVE FREE LIBRARY  
Board of Trustees Meeting  
April 19, 2023

**In attendance:**

President and Chair of the meeting, David Edinger and Secretary, Kimberly Daley

Also in attendance: Chrissy Lawlor, Nathalie Andrews, Susan York, Tom Hammang, Karen Heusel, Donna Elberg, and guest, Hailey Peck Absent: Fara Warner, Meg Soltis, and Maeve Turk.

The meeting, held in person at the library, was called to order at 6:31 pm by David Edinger.

**Approval of Consent Agenda:**

=> Consent Agenda: Items included are March minutes, prepayments list, donations, warrants list, Financial Controls Policy and the Displays Policy Release Form. Nathalie pulls the Financial Controls policy out for further discussion. Nathalie makes a motion to accept the remaining Consent Agenda items. All in favor.

**Motion approved.**

=> Approval of new furniture: Board members discussed the purchase of new couches and chairs; half the cost will be covered by the Friend's Group. Susan makes a motion to approve the purchase of two settees, two lounge chairs without tablet arms, and the Friend's Group covering \$3,000 of the total cost of \$5,892.40. All in favor. **Motion approved.**

**Committee Reports:**

=> Art Committee: Nathalie submitted notes from the last meeting. Nathalie updated on the current show and the amount of sales of \$5,450 so far. A closing reception will be held on Sunday, May 7. The board discussed how the art is protected during programs happening in the Community Room. The staff can help by reminding visitors to be mindful of the art.

=> Friends Group: Meg submitted notes from the last meeting. Board members reviewed notes.

=> Policy committee: Susan submitted notes from the last meeting. Board members reviewed the notes.

=> Finance committee: Kim submitted notes from the last meeting. The committee proposes having 'financial snippets' during each board meeting to educate members about financial concepts.

**Old Business:**

=> By laws: Kim submitted an update to #5 in the current by laws. Board members reviewed the update. A vote is tabled until next month's meeting.

**New Business:**

=> Financial Controls Policy: Board members reviewed the updated policy. Nathalie and Kim summarized the changes. Board members discussed annual audit requirements, oversight of library financial accounts, cash register functions, and credit card purchases. Donna makes a motion to accept the updated policy with changes to cash register procedures. All in favor. **Motion approved.**

**Director's Report:**

=> Chrissy updates on being awarded a grant for \$20,000 from ALA for accessibility upgrades which will be used for an accessibility ramp in the front of the building and updated, accessible bathrooms. The money must be spent by May 2024.

=> Chrissy updates on Olive Day preparations. Cars will not be permitted on the field for set up and break down, so hand trucks will be needed.

=> Chrissy is working on getting the Museum Room painted before the Library Fair on June 3rd.

**Treasurer's Report:**

=> Nathalie submitted the March report. Board members reviewed report.

**Visioning:**

=> Board members continued discussing how to offer health insurance and retirement benefits for the staff. David researched cafeteria plans, and Karen researched Health Savings Account/Health Reimbursement Accounts. The board is targeting about 4-5% of payroll, or \$7,000/annually in benefits. David will do more research.

**Motion to Adjourn** made by Kim. Meeting adjourned at 7:37 pm. Board goes into executive session.

**Addendum:**

In the executive session, the board discussed Chrissy's annual review and salary increase. David made a motion to increase Chrissy's salary by 8% as previously budgeted. All in favor. **Motion approved.**