

OLIVE FREE LIBRARY
Board of Trustees Meeting
May 17, 2023

In attendance:

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

Also in attendance: Chrissy Lawlor, Susan York, Tom Hammang, Karen Heusel, Donna Elberg, Fara Warner (via Zoom), and Meg Soltis.

Absent: Maeve Turk and Nathalie Andrews.

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 April minutes, prepayments list, donations, warrants list, Freedom of Information Law policy, Master Facilities Plan, and term extensions for board members Nathalie and Donna. Susan makes a motion to accept the Consent Agenda items. All in favor. **Motion approved.**

=> Approval of Bylaws update: Kim read out loud the update to #5 and board members discussed the updates. Kim makes a motion to update the bylaws as presented. All in favor. **Motion approved.**

=> Approval of new title and raise for Shea: Chrissy explains she would like to create a new position called Marketing & Communications Coordinator and have Shea move into that role from her current general clerk role. Chrissy also recommends raising Shea's pay to \$18.83 per hour from \$17.73 which would be covered in the current budget by using funds set aside for a substitute clerk which Chrissy has not yet needed. Meg makes a motion to raise Shea's pay rate and create new position.

Committee Reports:

=> Art Committee: Nathalie submitted notes from the last meeting. Board members reviewed the notes. Donna and Susan commented on the success of the last Artist Meet and Greet. A mic and amp are needed for future events like this. Meg will ask the Friend's Group about funding the purchase.

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

=> Long Range Plan Committee: No notes submitted. Chrissy updates on last meeting. The committee reviewed the results from the focus groups. Work on survey questions will begin next and hopefully be ready a few weeks before Olive Day.

=> Building committee: Kim submitted notes from the last meeting. Board members reviewed the notes.

Old Business:

=> Benefits for staff: David shared information he researched for offering benefits - either retirement savings or health care benefits - of up to 5% of employment costs, or up to \$8,600 annually. David cited programs offered through SurePayroll, the current payroll processor. Board members discussed different programs. Chrissy will poll the staff for their wishes.

Director's Report:

=> Chrissy updates on the renovations in the museum room. The room is ready for the current exhibit, officially opening during the Library Fair on June 3.

=> Chrissy updates on grant received from CWC for \$9,000 to be used for an engineer to create a feasibility study regarding the drainage issue.

Treasurer's Report:

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

Visioning:

=> Kim presents the first Financial Snippets to the board. The topic this month is Donations and Endowments; how they are similar, different, and what they mean for the library. Board members discussed concepts and the OFL endowment.

Motion to Adjourn made by Kim. Meeting adjourned at 7:47 pm.