

Springfield Library
Board of Trustees
January 12, 2022 Quarterly Meeting

MINUTES

Call to Order

The meeting was called to order by Marilyn Marshall at 7:11 p.m.

In Attendance

Present: Dennis Dorn, Marilyn Marshall, Jonathan Miller (online), Carlin Thompson, Cheryl Zamelis

Also Present: Hanna Conbeer

Approval of Previous Month's Meeting Minutes

- **Motion made by Cheryl to approve November 17, 2021 meeting minutes, seconded by Carlin. All in favor.**

President's Report

- Schedule 2022 Board Quarterly Meeting Dates
 - **Motion made by Dennis to approve the 2022 Board Quarterly Meeting Schedule, seconded by Carlin. All in favor.**
- Distributed Conflict of Interest Forms for signatures
- Charter Update
 - Board of Regents didn't review at October meeting
 - Steve Bachman thinks it will be on the January agenda
- 1/10 Town Board Meeting
 - 1/17 Public Meeting re: Town ARPA Funds
 - Hanna, Marilyn, Cheryl, and any other board member will attend to ask Town to remove the cedar trees that are blocking the entrance to the library
- School Vote
 - Reviewed schedule and petition/proposition
 - Waiting for Cherry Valley Memorial Library to verify the amount they want to go for
 - Set dates for public information meetings:
 - Tuesday, April 6, 6:30 p.m. (at our April board meeting)
 - Saturday, April 16, 10:00 a.m.

Financial Report

Library Finances

- 2021 Actual Income & Expenses
 - **Motion made by Cheryl to approve the 2021 Actual Income & Expense report, seconded by Dennis. All in favor.**
- 2021 End of Year Balances
- 2021 Income & Expense Projection
- 2021 Annual Appeal Update: \$5,345.00; 84 donors (11.2%)
- Investments
 - Ameriprise Bond Fund
 - **Motion made by Jonathan to cash in Ameriprise bond fund and put the proceeds in the library's savings account, seconded by Dennis. All in favor.**

Library Operations

- 2021 Library Staff accomplishments
- 2021 Year-End Manager's Report

Executive Session

- Library evaluation
- Personnel review

Personnel

Please see attached 2021 Library Evaluation and 2022 Librarian Yearly Employment Contract.

- **Motion made by Jonathan to accept the library evaluation and increase staff pay, seconded by Cheryl. All in favor.**

Documentation

Review and approve/endorse:

- *Document Retention Policy*
- *ALA - Freedom to Read*
- *ALA - Freedom to View*
- *ALA - Library Bill of Rights*
- **Motion made by Cheryl to adopt the Document Retention Policy and endorse the ALA - Freedom to Read, ALA - Freedom to View, and ALA - Library Bill of Rights, seconded by Dennis. All in favor.**

Next Meeting

- Wednesday, April 6, 2022 at 7:00 p.m.

Meeting Adjourned

Meeting adjourned at 8:49 p.m.

- **Motion made by Carlin to adjourn the meeting, seconded by Jonathan. All in favor.**

Minutes recorded and submitted by Carlin Thompson.