

Springfield Library
Board of Trustees
January 04, 2023 Quarterly Meeting

MINUTES

Call to Order

The meeting was called to order by Marilyn Marshall at 7:03 p.m.

In Attendance

Members Present: Barbara Chamberlain, Dennis Dorn, Marilyn Marshall, Jonathan Miller, Carlin Thompson, Cheryl Zamelis

Calling in: Barbara LaCorte

Also Present: Hanna Conbeer

Approval of Previous Month's Meeting Minutes

- **Motion made by Carlin to approve October 4, 2022 minutes, seconded Cheryl. All in favor.**
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President's Report

- Trustee Business
 - Trustee Terms
 - Cheryl, whose term ended in 2022, will serve an additional term 2023-2025.
 - **Motion made by Dennis to appoint Marilyn and Hanna to serve as a nominating committee, seconded by Carlin. All in favor.**
 - New Trustee Approval
 - **Motion made by Jonathan to elect Barbara Chamberlain and Barbara LaCorte as new board members, seconded by Dennis. All in favor.**
 - Trustee Conflict of Interest Forms
 - Everyone signed the forms, which will be filed in the Trustee Binder
 - Review and approve the *Trustee Education Policy*
 - **Motion made by Carlin to approve the *Trustee Education Policy*, seconded by Cheryl. All in favor.**

- Election of Board Officers
 - President: Barbara Chamberlain
 - Vice-President/Financial Officer: Marilyn Marshall
 - Secretary: Carlin Thompson
 - **Motion made by Jonathan to elect the slate of candidate to serve as officers of the board, seconded by Cheryl. All in favor.**

Financial Report

- 2022 End of Year Account Balances
- 2022 Year-End Budget vs. Actual
 - **Motion made by Carlin to approve the 2022 Year-End Budget vs. Actual report, seconded by Cheryl. All in favor.**
- 2022 Grant Expenditures
- 2023 Proposed Budget
 - **Motion made by Barbara LaCorte to approve the 2023 Proposed Budget with changes, seconded by Cheryl. All in favor.**
- IRS Form 990
 - We need to find an accountant to do our taxes now that we've exceeded the \$50,000 limit for the 990-N postcard
- 2023 4CLS Cost of Service
 - **Motion made by Barbara LaCorte to approve the 2023 4CLS Cost of Service, seconded by Barbara Chamberlain. All in favor.**
- 2021 4CLS Annual Report
- Audit Binder
- Recycling Program Update

Executive Session to Evaluate the Librarian

- **Motion made by Jonathan to raised Hanna's hourly rate by 5% to \$20.50 per hour, seconded by Dennis. All in favor.**

Manager's Report

- Please see the Manager's Report.

2023 Meeting Schedule

- Tuesday, April 11, 2023 at 7:00 p.m.
- Tuesday, July 11, 2023 at 7:00 p.m.
- Tuesday, October 10, 2023 at 7:00 p.m.

Meeting Adjourned

Meeting adjourned at 9:35 p.m.

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

Minutes recorded and submitted by Carlin Thompson.