

Augusta Memorial Public Library Meeting Minutes
Monday August 21, 2023, 5:30 pm

Meeting called to order at 5:30 pm by Bunny Turner

Present: Rebecca White Body, Bunny Turner, Brenda Pettis, Polina Kudelina, Barb Johnson

Also present: Leslie LaRose

Absent: Bruce Stabenow, Carrie Amo

Quorum Present

Open Meeting Law Compliant

Agenda Approved : Motion made by Barb seconded by Polina

Minutes from June 19, 2023 Approved: Motion made by Bunny, seconded by Brenda

Financial Report:

1. There are a few minor discrepancies between the Library's report and the City's because of the way the City handles credit card transactions. The Library's report is accurate.
2. The financials are on track for this time of year.

Director's Report:

1. The Kids' Cupboard made by Skip Pettis was finished and delivered. It had been paid for by Board held funds. It fits well and has been great for its intended uses.
2. Summer programming went well.
3. Trustee Training Week begins Aug. 21 and will feature one webinar a day during the week.

Friends of the Library report

1. No Friends report this month.

New business

1. Brenda explored options for investing Board held funds. Several banks she consulted required a proposed amount before they could give her details for CD options.
 - a. Bunny made a motion to approve up to \$6500 in Board held funds to be put into a CD; Polina seconded it, and the motion passed.
2. Leslie shared the preliminary budget. Several items are still subject to change based on information not yet available, such as how much the Library will receive from the County levy.
 - a. The Library will likely need to lease a new photocopier once the current one is no longer salvageable.
 - b. Money could be moved from the AV budget into electronics and large print since demand for books on CD is significantly lower.
 - c. Wages are only estimates for now, pending information about City wages for other employees.
 - d. Leslie proposed increasing her hours from 38 to 40 a week because of the extra time she spends working weekends, at meetings, and subbing for absent employees. Her hourly wage would increase to \$22/hour. This amount would help her cover her living expenses.

The Board felt it was more than reasonable compensation, given her considerable level of experience.

- e. The amount from the County levy will influence amounts in the as-yet undetermined budget categories.
3. The Library needs shelves and bins to organize items stored in the basement; this would protect the items and reduce staff time currently spent searching for needed items. Leslie requested Board held funds to pay for tote bins and lumber to build shelves. Bunny moved that up to \$1000 be spent for this purpose, Polina seconded it, and the motion was carried.

Policies

1. The Board reviewed the Equipment Use policy. The section on microfilm use was updated; computer use is regulated through time management software and print requests are managed through the Cloud.
 - a. Leslie proposed increasing print costs to 20 cents for a black and white copy and 50 cents for a color copy. This would help recoup paper costs, and it's in line with what the City charges. Polina motioned to increase the copy costs, Bunny seconded, and the motion was carried.
2. The Board reviewed the Programming policy; no changes were recommended.
3. The Board reviewed the Personnel policy; no changes were recommended.

Meeting adjourned at 6:32 pm.

Minutes taken and typed by Rebecca White Body