

Albion Public Library Board of Trustees

Minutes for September 13, 2022

Call to Order and Roll Call

Meeting called to order at 6:05 p.m. on Tuesday, September 13, 2022.

Librarian and Trustees present were as follows – Roxanna Behnke, Dianne Berger, Melissa Felling, Will Swardstrom, Trevor Ward and Sydney Gracyalny.

Absent Members – Terry Harper, Shelby Harris, Samantha McDaniel, and Rod Minatra.

Quorum

Legal Quorum Present – the presence of five (5) Trustees did constitute a legal quorum for discussing and transacting library business.

Reading of Secretary's Report and Approval of the Minutes

Sydney Gracyalny motioned to approve the minutes from the August meeting. Will Swardstrom seconded the motion. Motion passed.

Approval of the Treasurer's Report

A summary of the library's accounts were provided.

Checking - \$80,220.00

Saving - \$7,933.02

CD's - \$11,191.00 + \$14,094.61 + \$5,727.62 = \$31,013.23

Total assets = \$119,166.88

It was reported that two fraudulent checks totaling \$4,750.00 had been re-entered into the checking account by the bank.

Sydney Gracyalny made a motion to approve the treasurer's report and Will Swardstrom seconded the motion. Motion passed.

Librarian's Report/Communications

Roxanna reported that the firewall will be installed Thursday.

She also reported that the library meets all course standards. The only thing of concern is that the library has no Succession Plan if Roxanna should have to leave the position. That will be discussed at a later date.

There were no communications.

Unfinished Business:

The bookcase needs to be installed. Trevor will get help and install it soon.

Minimum wage increases in January. Valerie's salary will increase to \$13.00/hr. and all wages, including librarians, will be re-visited in April or May.

New Business:

The library board members and Roxanna took an outside tour of the library. The exterior of the building is in need of window and trim repair. The porch posts, windows, and railing need to be scraped, painted, and some repair work done. Jo Bailey has been contacted, but she does not do repair work, just painting. Will will check with an individual in Grayville who did work on his house and see if he is interested in doing the job for the library. He will report at the next meeting.

Adjournment

Will Swardstrom moved to adjourn the meeting. Trevor Ward seconded the motion. Motion passed.

The meeting was adjourned at 6:37 p.m.

Minutes submitted by Dianne Berger
in Samantha McDaniel's absence