

Minutes of the Sherrard Public Library District Board of Trustees

November 16, 2021 -- 7:00 PM

Call to Order: 7:00 PM.

Board Members in Attendance: Jim DeWitt, Allen Holdsworth, Molly Kindelsperger, Barb Ruane, Sarah Soliz, and Sheryl Steele.

Board Members Absent: Jackie Docherty

Staff: Tori Drews

Motions:

1. Motion to approve the minutes of October 19, 2021 as amended by Ruane, Second by Kindelsperger.
2. Motion to approve the Treasurer Report by Soliz, Second by DeWitt.
3. Motion to approve Revised Budget and Appropriations Ordinance 22-02 by Kindelsperger, Second by Ruane.
4. Motion to approve Full-Time Reclassification Policy by Kindelsperger, Second by Steele.
5. Motion to approve Workday Policy as revised by Kindelsperger, Second by DeWitt.
6. Motion to approve Holiday Pay Policy as revised by Kindelsperger, Second by Soliz.
7. Motion to approve Safety Awards Policy as revised by Ruane, Second by Soliz.
8. Motion to approve Paid Time Off Policy as revised by Kindelsperger, Second by Steele.
9. Motion to adjourn at 7:55 PM by Dewitt, Second by Kindelsperger.

Director Report:

- I. Personnel & Schedule: A new employee has been hired to fill the open Library Clerk position. Before this position was filled, the library held an in-person meeting with all staff to discuss ways the library could continue to staff all shifts. Since the Library Clerk position has been filled these measures will not be needed at this time but may be needed in the future if short staffing conditions arise.
- II. Printer Lease: The library has committed to an updated leasing rate and new equipment when the lease renews in January for a savings of \$60 / month. The new printer will allow wireless printing from personal devices so we will not need to renew our subscription to Princh (wireless printing software) which will save the library \$250 / year.
- III. Dispatch: The cost of the Dispatch-Argus is increasing from \$38 / month to \$54. The library has money in the Periodicals budget to support this increase.
- IV. January Book Sale: The library will be hosting a Book Sale in January to rehome some of the 900 items that have been weeded in the last few months. Customers will be provided a bag that they can fill for \$1.

New Business:

- I. Approve Revised Budget and Appropriations Ordinance 22-02.
- II. Full-Time Reclassification: The proposal to reclassify employees working 30 or more hours per week regularly as full-time employees was discussed and approved.
- III. Policy Amendments: Revisions to Workday Policy, Holiday Pay Policy, Safety Awards Policy, and Paid Time Off Policy were approved.

The next meeting is January 18, 2022, at 7 PM.

Respectfully submitted,  
Sheryl Steele, Secretary