

Minutes of the Sherrard Public Library District Board of Trustees

August 16, 2022 -- 7:00 PM

Call to Order: 7:00 PM.

Board Members in Attendance: Jackie Docherty, Allen Holdsworth, Molly Kindelsperger, Anita McKnight, Barb Ruane, and Sheryl Steele.

Board Members Absent: Jim DeWitt

Staff: Tori Drews

Motions:

1. Motion to approve the minutes of July 19, 2022, by Docherty, Second by Ruane.
2. Motion to approve the Treasurer Report by McKnight, Second by Docherty.
3. Motion to approve the Secretary's Audit by Ruane, Second by Holdsworth.
4. Motion to approve Paid Time Off Policy with Board suggested amendment by Kindelsperger, Second by McKnight.
5. Motion to adjourn at 8:20 PM by Kindelsperger, Second by Docherty.

Director Report:

- I. Building: B&B Drain came to the library on August 3rd to clear a "soft clog" and used a camera to confirm there are no pipe issues. Signs have been posted in each restroom stall instructing not to flush too much toilet paper, flushable wipes, etc.
- II. Audit: Hoffman & Tranel performed our annual audit on August 16, 2022. Kim Hoffman will present her findings at an upcoming board meeting.
- III. Summer Reading: This summer's program, "Reading is Sweet" is in the books. The library awarded 8 Grand Prizes, 2 for each of the age categories, as well as small prizes to the youngest 3 age groups as they completed their reading goals and a weekly drawing for adult participants.
- IV. Library Card Sign-Up Month: September is Library Card Sign-Up Month! To celebrate, the library will have a prize drawing for all active library card accounts on Sept. 30th.

New Business:

1. Secretary's Audit: Motion to approve.
2. Paid Time Off Policy: After much discussion, the Board decided to approve the proposed revision to the Paid Time Off (PTO) Policy with the amendment that parttime employees no longer receive PTO. The new policy will begin on September 2, 2022, and employees will have a transition period until March 31, 2023, to use up accumulated PTO.

The next meeting is September 20, 2022, at 7 PM.

Respectfully submitted,
Sheryl Steele, Secretary