



**Board of Trustees February Business Meeting
Monday – February 27, 2023 - 7:00 PM
Minutes**

The meeting was called to order at 7:05pm by President R. Ott.

Quorum was present: Trustees: Kerry Adams, Heather Baxter, Amanda Bement, Amy Hart, Kathleen Honchen, Nancy Johnsen, Susan Johnson, Randy Ott, Jill Persson. Director Jordan Schneider; Treasurer Jan Boor.

Discussion with Public or Employees: no discussion.

APPROVE MINUTES – Motion was made by J. Persson to approve the minutes from the January 23, 2023 regular board meeting. Motion carried, 9-0.

A motion is made by K. Adams to approve the minutes from the February 13, 2022 special meeting. Motion carried, 9-0.

FINANCES AND EXPENDITURES:

TREASURER’S REPORT – presented by J. Boor.

CLAIMS REVIEW REPORT – presented by K. Honchen.

A motion is made by A. Hart to authorize payment of \$1,384.48 for unpaid bills and approve \$5,311.33 for claims paid prior to board approval, including debit card payments, and together total \$6,695.81 as presented on the abstract. Motion carried, 9-0.

Unpaid Claims

Vendor	Invoice date	Amount
B&T	1/3	\$ 23.20
B&T	1/3	\$ 110.92
B&T	1/11	\$ 129.48
B&T	1/17	\$ 136.76
B&T	1/19	\$ 103.60
B&T	1/24	\$ 154.51
Rachel Wizema	1/18	\$ 26.41
		\$ 1,384.48

Claims Paid Prior to Approval

Checks			
	Voucher d	Check/Debit	Amount
Utica National	12/21	4115	\$ 290.00
Demco	12/14	4117	\$ 23.64
Quill	12/30	4119	\$ 467.95
Whiteman, Osterman, Hanna	12/21	4124	\$ 925.00
OWWL	1/3	4125	\$ 824.00
Anderson VanHorne	1/17	4127	\$ 920.96
R. Wizeman	1/25	4132	\$ 10.00
		subtotal	\$ 3,499.86
Debits			
Amazon	1/2	debit	\$ 14.17
Amazon	1/2	debit	\$ 49.85
Walmart	1/4	debit	\$ 24.43
Shelterpoint ins	1/6	e-check	\$ 756.48
Amazon	1/9	debit	\$ 16.35
Amazon	1/9	debit	\$ 29.91
Walmart	1/10	debit	\$ 75.11
Amazon	1/10	debit	\$ 319.97
Amazon	1/10	debit	\$ 39.89
Amazon	1/10	debit	\$ 202.80
Amazon	1/11	debit	\$ 9.49
Walmart	1/13	debit	\$ 50.32
Amazon	1/15	debit	\$ 17.96
Amazon	1/16	debit	\$ 12.58
Dollar Tree	1/20	debit	\$ 10.00
Joann	1/20	debit	\$ 28.91
Amazon	1/20	debit	\$ 16.38
Amazon	1/23	debit	\$ 10.40
Amazon	1/24	debit	\$ 59.97
Amazon	1/26	debit	\$ 6.43
Amazon	1/26	debit	\$ 40.56
Bliss	1/26	debit	\$ 19.51
		subtotal	\$ 1,811.47
		TOTAL	\$ 5,311.33

DIRECTOR’S REPORT – was presented by library director J. Schneider.

A motion is made by K. Honchen to adopt the resolution:

WHEREAS, some goods and services are billed as recurring monthly claims for the same dollar amount every month over the course of a year, therefore, be it RESOLVED, to approve the following recurring monthly claim at the dollar amount listed herein, beginning March 1, 2023 and ending June 30, 2023.

Toshiba Financial Services Printer/Copier \$ 94.50

BE IT FURTHER RESOLVED, that a recurring monthly claim greater than the dollar amount listed herein is not approved without presentation to the board for further audit and approval.

Motion carried, 9-0.

A motion is made by J. Persson to accept the Director’s recommendation to retire the rjcltrustees@owwl.org email account.

Motion carried, 9-0.

COMMITTEE REPORTS:

PERSONNEL – reported presented by J. Persson.

A motion is made by J. Persson to increase Danielle/Sam McCracken’s salary to \$16.44/hour effective at the conclusion of her probationary period or March 7, 2023.

Motion carried, 9-0.

J. Schneider then found that D. McCracken’s probationary period ends August 21, 2023 which resulted in the following:

A motion is made by A. Hart to increase Danielle/Sam McCracken’s salary to \$16.44/hour with no conditions effective Tuesday, March 7, 2023.

Motion carried, 8-1.

FINANCE – no report.

FACILITIES – presented by K. Adams.

NOMINATING – no report.

LONG-RANGE PLANNING – no report.

POLICY – presented by R. Ott

A motion is made by A. Bement to approve Policy 400-11 Food and Beverages as presented.

Motion carried, 9-0.

CORRESPONDENCE AND COMMUNICATION – presented by R. Ott.

UNFINISHED BUSINESS – nothing to report.

NEW BUSINESS – nothing to report.

ADJOURNMENT – A motion is made by K. Adams to adjourn the meeting at 8:30pm. Motion carried, 9-0.

NEXT MEETING: Monday, March 20, 2023 at 7:00pm.

Submitted by K. Honchen, Secretary