



**Board of Trustees April Business Meeting
Monday – April 17, 2023 - 7:00 PM
Minutes**

The meeting was called to order at 7:02pm by President R. Ott.

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

Discussion with Public or Employees: no discussion.

APPROVE MINUTES – Motion was made by J. Persson to approve the minutes from the March 20, 2023 regular board meeting. Motion carried, 7-2.

FINANCES AND EXPENDITURES:

TREASURER’S REPORT – presented by J. Boor.

CLAIMS REVIEW REPORT – presented by K. Honchen.

A motion is made by N. Johnsen to authorize payment of \$3240.73 for unpaid bills and approve \$1140.68 for claims paid prior to board approval, including debit card payments, and together total \$4381.41 as presented on the abstract. Motion carried, 7-2.

Unpaid Claims

Vendor	Invoice date	Amount
B&T	3/2	\$ 217.51
B&T	3/2	\$ 1,136.02
B&T	3/18	\$ 50.30
ONT	3/27	\$ 19.00
Finger Lakes Tin	3/23	\$ 353.35
Schneider	3/31	\$ 17.30
M Bailey	3/30	\$ 47.25
SWBR	3/14	\$ 1,400.00
		\$3,240.73

Claims Paid Prior to Approval

Checks			
Vendor	Voucher d	Check/Debit	Amount
Neril Shaner	3/3	4152	\$ 110.18
R Wizeman	3/3	4145	\$ 14.85
		subtotal	\$ 125.03
Amazon	3/1	debit	\$ 17.96
Dollar Tree	3/3	debit	\$ 28.75
Walmart	3/3	debit	\$ 222.45
Amazon	3/6	debit	\$ 17.95
Amazon	3/6	debit	\$ 299.99
Dollar Tree	3/7	debit	\$ 5.38
VistaPrint	3/8	debit	\$ 136.99
Amazon	3/9	debit	\$ 104.01
Amazon	3/11	debit	\$ 34.29
Amazon	3/12	debit	\$ 8.99
Amazon	3/13	debit	\$ 5.87
Dollar Tree	3/13	debit	\$ 10.00
Lowe's	3/13	debit	\$ 29.96
Amazon	3/13	debit	\$ 30.92
Amazon	3/19	debit	\$ 19.98
Amazon	3/20	debit	\$ 11.99
Dollar Tree	3/22	debit	\$ 10.21
Amazon	3/28	debit	\$ 19.96
			\$ 1,015.65
			\$ 1,140.68

Total approved at April meeting was **\$4381.41**.

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

A motion is made by K. Honchen to approve the 2022 Community Report as presented.

Motion carried, 7-2.

COMMITTEE REPORTS:

PERSONNEL – report presented by J. Persson.

FINANCE – report presented by R. Ott.

A motion is made by A. Hart to approve Policy 300-4 Information Technology (IT) Security and Appendix 10 IT Training Acknowledgement Form as presented. Motion carried 7-2.

FACILITIES – report prepared by K. Adams; read by J. Persson.

NOMINATING – report presented by A. Hart. Candidate packets to be ready this week.

LONG-RANGE PLANNING – no report.

POLICY – report presented by R. Ott.

A motion is made by A. Hart to approve Policy 400-1 Hours and Closings as presented.

Motion carried, 7-2.

A motion is made by A. Hart to approve Policy 400-4 Internet Use as presented.

Motion carried, 7-2.

CORRESPONDENCE AND COMMUNICATION

UNFINISHED BUSINESS – presented by R. Ott.

A motion is made to designate J. Schneider as Clerk of the Election for the Trustee Election and Budget Vote on June 6, 2023. Motion carried, 7-2.

NEW BUSINESS – presented by R Ott.

ADJOURNMENT – Meeting was adjourned by R. Ott at 7:38pm.

NEXT MEETING: Monday, May 15, 2023 at 7:00pm.

Submitted by K. Honchen, Secretary