

APPROVED MINUTES

FORREST PUBLIC LIBRARY
July 22, 2024 – MINUTES

1. **Call to Order** – President Austman called the meeting to order at 6:00 pm.
2. **President Austman asked the Secretary to call the roll:** Trustees Shirley Meenen, Val Stoller, Suanne Medina, Marsha Lanz, and Lori Kimmel were present. Lynn Short was absent. Library Director Anna Schmidgall was also present.
3. **Motion to approve the Consent Agenda:** Motion by Meenen, second by Stoller to approve the following items on the Consent Agenda:
 - a) Minutes from the June 24th board meeting
 - b) Treasurer’s Cash Report:
 - c) Check Register
 - d) Invoice Register listing the bills, including a report of the Credit Card Transactions

Motion carried 5-0. Yes – Meenen, Stoller, Medina, Lanz and Kimmel
4. **Public Comments:** none
5. **Directors Report:** Summer reading was a success. There were 3,643 books checked out in June. Ages 0-5 read a total of 2,150 books; grades 1-6 read a total of 2,980 minutes; JH & High School kids read a total of 660 minutes; Ice Cream Social there was 134 in attendance everyone seemed to have a good time; Holocaust Traveling Trunk will arrive and there will be 3 dates planned with 20 spots available for each program; IPLAR report is started, Trustee Lanz will be attending Budgeting in Tough Times for Small Libraries with Anna and Laura on August 6th.
6. **President Austman:** no report
7. **Reports of Trustees:**
 - Trustee Lanz – no report
 - Trustee Meenen – asked about having a therapy dog program
 - Trustee Short – absent
 - Trustee Medina – no report
 - Trustee Stoller – no report
 - Trustee Kimmel – Consolidated Election packets will be available on August 20th
8. **Items Removed from the Consent Agenda:** none
9. **Old Business – Discuss/Action**
 - a. Motion by Kimmel, second by Lanz to approve Forrest Public Library District Employee Policy Handbook. Motion carried 5-0. Yes – Kimmel, Meenen, Stoller, Medina and Lanz
 - b. Motion by Lanz, second by Medina to outsource payroll. Motion carried 5-0. Yes – Lanz, Kimmel, Meenen, Stoller and Medina

10. New Business – Discussion/Action Items:

- a. Motion by Stoller, second by Medina to approve the publication for Building and Maintenance Tax Ordinance 2024-01. Motion carried 5-0. Yes – Stoller, Meenen, Lanz, Kimmel and Meenen
- b. Discussion of the 2024-2025 Appropriations Ordinance 2024-02

Closed Session: *Personnel-Section 2(c)(1) – Employee hiring, firing, compensation, discipline and performance. (Note: An independent contractor is not an employee.)*

Motion by Stoller, second by Meenen to enter into Closed Session at 7:20 p.m. Motion carried by voice vote.

Motion by Stoller, second by Kimmel to exit Closed Session and resume Open Session at 7:32 p.m.
Motion carried by voice vote.

Action from closed session:

Motion by Lanz, second by Meenen to increase the custodian monthly wage from \$600.00 to \$625.00.
Motion carried 5-0. Yes – Lanz, Kimmel, Meenen, Stoller, and Medina.

- 11. Adjournment:** Motion by Medina, second by Meenen, to adjourn the meeting at 7:32 p.m. Motion carried by voice vote.

Lori Kimmel, Secretary
August 26, 2024