

APPROVED MINUTES

FORREST PUBLIC LIBRARY
June 24, 2024 – MINUTES

1. **Call to Order** – President Austman called the meeting to order at 1:00 pm.
2. **President Austman asked the Secretary to call the roll:** Trustees Shirley Meenen, Val Stoller, Lynn Short, Suanne Medina and Marsha Lanz were present. Lori Kimmel was absent. Library Director Anna Schmidgall and Bookkeeper Laura Kerber were also present.
3. **Motion to approve the Consent Agenda:** Motion by Medina, second by Short to approve the following items on the Consent Agenda:
 - a) Minutes from the May 20th board meeting
 - b) Treasurer's Cash Report:
 - a. will verify how we handle CD *6556 (Social Security Fund) coming due July 4th
 - b. need to begin paying back working cash in this Fiscal Year
 - c. shared Budget Overview from 2023 & 2024 to review before next month's meeting
 - c) Check Register
 - d) Invoice Register listing the bills, including a report of the Credit Card Transactions

Motion carried 5-0. Yes – Medina, Lanz, Meenen, Stoller and Short

4. **Public Comments:** none
5. **Directors Report:** Summer Reading program has been going well; 167 kids ages 0-6th grade signed up, with a large group also doing the JH and HS summer reading. The Ice Cream Social grand finale already has around 200 signed up to attend! Planning an evening program with the Holocaust Traveling Trunk and Virtual Reality, a free offer from the museum. Storyhour during the school year usually has 10-15 kids; upcoming weeks have 20-25 signed up to attend.

The RSA Form was sent in; our fee will max out at \$5,000 by FY 2029. The Per Capita letter came; we have \$2,836.35 to use before June 20, 2025. The OCLC FY 2025 fee will be \$607.09; this is for cataloging at the library. The annual inspection report for the lift will be due soon.

The Building and Maintenance Tax Levy and the Budget Appropriation Ordinance will be coming up. Our attorney will prepare the necessary paperwork for us again this year. Our SAM account has been updated for registration to receive funding; this is for government funding/grants.

Contacted Amy Eshleman, a local CPA, about outsourcing payroll and/or taxes. IMRF is not being handled correctly in Quickbooks; Laura makes manual corrections. Amy will give us a quote to handle this for us; she suggested we start at the next quarter if we decide to move forward (Sept, 2024). We currently pay around \$60 per pay period to use Quickbooks (approx. \$120/mo).

6. **President Austman:** no report
7. **Reports of Trustees:**

- Trustee Lanz – no report
- Trustee Meenen – suggested a CPR/AED training class this fall for employees/community
- Trustee Short – no report
- Trustee Medina – no report
- Trustee Stoller – no report
- Trustee Kimmel – absent

8. Items Removed from the Consent Agenda: none

9. Old Business – Discuss/Action

- a. Discussion to increase the fee of the Non-Resident Library Card. There is an equation, based on tax dollars, used to figure this amount. Our current suggested fee is \$143/year. Clerks are working on making a list of Non-Resident Library cards (around 15 so far). A letter will be mailed in January 2025 with the new rate/expiration date. Motion by Stoller, second by Short to increase cost to \$143/year. Motion carried 5-0; Yes – Meenen, Stoller, Short, Medina and Lanz.
- b. Discussed the Employee Policy Handbook. Several revisions were made; Anna will update and bring to the July meeting to be voted on for approval and adoption.
- c. Discussed the Lift; seems it's broken more than not when used. It seems to be very sensitive; sometimes just standing in the "wrong" area causes it to "throw a switch" and stop working. Anna will try to add additional warnings to hopefully limit the times it malfunctions.

10. New Business – Discussion/Action Items: none

Closed Session: Motion by Short, second by Medina to enter into Closed Session at 2:31 PM. Motion carried by voice vote. *Personnel-Section 2(c)(1) – Employee hiring, firing, compensation, discipline and performance. (Note: An independent contractor is not an employee.)* Motion by Meenen, second by Stoller to exit Closed Session and resume Open Session at 3:09 PM. Motion carried by voice vote.

ACTION FROM CLOSED SESSION

Motion by Short, second by Medina to approve employee pay increase as follows:

- Director Anna – 3% increase
- Bookkeeper Laura – 2% increase
- Vickie Bittner – increase \$1/hour (probation period over)
- All other Clerks – 1% increase
- HS students – no change
- Custodian – no change (would like to discuss later; add to agenda for next month)

Motion carried 5-0; Yes – Meenen, Stoller, Short, Medina and Lanz

11. Adjournment: Motion by Stoller, second by Medina to adjourn meeting at 3:11 PM. Motion carried by voice vote.

Marsha Lanz

(Marsha Lanz, filling in for Library Secretary, Lori Kimmel)