Call to Order: Meeting was called to order at 9:30am

Pledge

Roll Call: Board members present – Mark Fedder, Pam Evans, Richard Blue, Terry Bennett and Joyce Valentine. Also present - Director Debra Greenacre, Assistant Director Julie Cirone, Commissioner Richard Schmidt and Accountant Dave Richards. Public attendance: None.

Agenda: Fedder moved; Evans seconded to approve the agenda as amended. Vote: unanimous - yes. Approved.

Minutes: Evans moved; Bennett seconded to approve the July 28, 2022 regular meeting minutes as amended. Vote: unanimous - yes. Approved. Hearing no further changes, August minutes are approved.

Public Comment: None

Correspondence: A staff member wrote in praise of Debra’s hard work, saying it does not go unnoticed. The library received compliments about its organization and cleanliness; our audiobook collection is comparable to a big city library.

Financials: Richards presented the June and August Financials as well as budget adjustments.

June: No capital improvements were made in June 2021 but capital improvements were made in 2022.

August: Penal fines in the amount of $7,000 is allocated to the Law Library in accordance of the judicial ruling. Accrued salaries and wages are as expected. Total income sits at $15,000 compared to $13,000 in August of 2021. Subscriptions are slightly elevated but this is a timing issue. Penal fines are elevated compared to last year. Property tax revenue is $27,000 higher than last year. This is to be expected due to the growing real estate market. Collection development expenses are not evenly dispersed through the year. Blue inquired if ebooks were being handled differently. Greenacre responded that instead of being in ebooks line our ebooks should be in the AV category. Capital Outlay was substantially higher because we were able to complete projects. Professional fees are elevated due to the wage study consulting that was completed. Branches are within line of the previous year spending. Per unit price of electricity has increased. Overall things are in good order.

Budget adjustments: The library has a surplus of actual versus expected. The library is presenting a conservative budget. Blue inquired if the new Business Manager position was figured into the budget. Greenacre responded that the position is added into the new budget.
Blue moved; Evan seconded to approve the June financials as submitted. Vote: unanimous - yes. Approved.

Blue moved; Evan seconded to approve the August financials as amended. Vote: unanimous - yes. Approved.

Blue moved; Evan seconded to approve the Budget Adjustments as submitted. Vote: unanimous - yes. Approved.

**Administrative Report:** Director Greenacre presented information regarding daily function and upcoming events. The library received a $1,000 grant from the Lakeside Club. Staff meetings have begun regarding the wage increase. Nick has been working on the new cameras. We have no updates or communication from either the mason or the roofers. The Library of Things is set and ready to release on October 3rd.

**Committee Reports:**
Technology Committee: Did not meet.
Personnel Committee: Met on September 13, 2022.
Facilities Committee: Did not meet.
Policy Committee: Did not meet.
Finance Committee: Did not meet.

**Old Business:** None

**Public Hearing on the Fiscal Year 2022-2023 Budget:** Fedder motioned to close the regular Board meeting. Evans seconded the motion to close. Closure was approved by unanimous vote.

At 10:30 am, the regular meeting was suspended to commence the Public Hearing on the fiscal year 2022-2023 Budget. No public comments (written or oral) were received. Fedder motioned to close the public meeting. Evans seconded the motion to close. Closure approved by unanimous vote. The public hearing was closed and the regular meeting reconvened at 10:37.

**New Business:**
**Motion to approve 2022-2023 Budget:** Blue motioned; Bennett seconded to approve the 2022-2023 Budget as presented. Roll Call Vote: Bennett - yes, Blue - yes, Evans - yes, Fedder - yes, Valentine - yes. Approved.

**Motion to approve Business Manager Job Description and Salary:** Motion to approve the description and salary of Business Manager. Fedder motioned, Evans seconded to approve the Business Manager Job description and salary as presented. Vote: unanimous - yes. Approved.

**Executive Director Evaluation Discussion:** Fedder motioned, Evans seconded to approve Debra Greenacre’s contract as submitted. Roll Call Vote: Bennett - yes, Blue - yes, Evans - yes, Fedder - yes, Valentine - yes. Approved.
Richards and McDougall Accounting Service: Blue motioned, Bennett seconded to approve the Richards and McDougall accounting service rate as presented. Vote: unanimous - yes. Approved.

Transfer of $100,000 for Miscellaneous Special Projects: Bennett motioned, Blue seconded to approve the transfer of $100,000 to special projects as presented. Roll Call Vote: Bennett- yes, Blue- yes, Evans-yes, Fedder-yes, Valentine-yes. Approved.

Amendment of Budget to Reflect the Transfer: Evans motioned, Fedder seconded to amend the current budget to reflect the $100,000 transfer from general fund to capital improvement. Roll Call Vote: Bennett - yes, Blue - yes, Evans - yes, Fedder - yes, Valentine - yes. Approved.

Trustee Comment: Valentine is relinquishing her position. She thanked the Board and management. Schmidt commended the Board for the financial health of the library.

Adjournment: Chair adjourned the meeting at 11:05am

Secretary: Julie Cirone, Assistant Director

Date approved: October 25, 2022