

Dominy Memorial Library Board of Directors' Meeting

March 22, 2023

Members present: Ruth Teubel, John Tollensdorf, Cindy Helmers, Dan Robertson, Jim Munz, Kathy Popejoy, and Director Ashley Lewis

Members absent: Gary Hofmann, Jan Lancaster, and Marcia Walter

Vice President Kathy Popejoy called the meeting to order and appointed Cindy Helmers acting secretary for the meeting.

January minutes were approved as submitted with a motion by Cindy Helmers and seconded by John Tollensdorf.

The Financial Report was also approved as submitted with a motion by Cindy Helmers and seconded by John Tollensdorf. Ruth Teubel made the motion to transfer \$50,000 out of the Money Market account to a Certificate of Deposit and Jim Munz seconded the motion. All approved.

Old Business:

The Intergovernmental Agreement initiated by the City of Fairbury was further discussed after being reviewed by the library's attorney. Jim Munz had been in contact with the attorney and the City of Fairbury officials and relayed the highlights of those discussions. A motion was made by John Tollensdorf and seconded by Ruth Teubel to approve the agreement with Gary Hofmann and Marcia Walter authorized to sign the agreement on behalf of the Dominy Board of Trustees. The motion was approved.

New Business:

- The renewal of the Fidelity Bond was discussed as it expires May 19, 2023. Dimond Brothers has been contacted for a quote to be reviewed at the next meeting.
- John Tollensdorf and Ashley Lewis will work to get another set of master keys and keys for the trustees.
- Consultant Kathy Parker will provide an in-service for staff and trustees on Wednesday, May 17th, at noon.
- Ashley Lewis will be leading the trustees and staff through a review of the Policy Manual starting next month.
- Ashley Lewis has contacted Dan at Route 24 to price Microsoft Windows upgrades and two new computers for the circulation desks as they are too old for the Windows upgrades that are needed. This will be reviewed at the next meeting.
- Cindy Helmers made the motion and John Tollensdorf seconded the motion to increase the Program and Outreach Coordinator pay to \$15 per hour effective next pay period. The motion was approved.
- The Trustees did a preliminary review of next year's budget. Trustees will further review and should bring questions to the next meeting. This includes a review of staff salary and wages.
- Patron Comments: none

Ruth Teubel made the motion to adjourn and Dan Robertson seconded it. The motion was approved.

Respectfully submitted,

Marcia Walter, Secretary

(based on notes taken by Cindy Helmers who was acting secretary for this meeting.)

