

Board of Trustees Meeting

MILLTOWN PUBLIC LIBRARY

Tuesday, June 8, 2021 - Library Programming Room

4:15 PM

Minutes

1. Call to order at
2. Roll Call: Present: Melanie Hogan, Les Sloper, Joyce Quist
Not Present: Toni Sloper, Cindy Castellano
Also Present: Library Director Bonnie Carl
3. Approval of the Agenda
Motion to approve agenda: L. Sloper
Second: M. Hogan
Motion passed by unanimous voice vote
4. Approval of Secretary's Minutes
Motion to approve Minutes: M. Hogan
Second: L. Sloper
Motion passed by unanimous voice vote
5. Review of Bills
Motion to approve Bills: J. Quist
Second: M. Hogan
Motion passed by unanimous voice vote
6. Financial Report
Motion to approve Financial Report: L. Sloper
Second: M. Hogan
Motion passed by unanimous voice vote

Motion by L. Sloper to move \$4,000 from Donation Fund and \$5,000 from Capital Fund to Construction Loan

Second: J. Quist

Motion passed by unanimous voice vote

7. Director's Report New hire is Rebekah Smith, June 7, 2021, Technology & Library Assistant

Motion to approve Director's Report: J. Quist

Second: L. Sloper

Motion passed by unanimous voice vote

8. Old/Unfinished Business: None

9. New Business

a. Trustee Essentials #5: Review of Evaluating Library Director

Discussion on filing of staff evaluations. It was determined that one copy would be stored at Village Office and one copy in a secure library location.

b. Personnel Policy: Policy will be updated as per discussion and presented for vote at next meeting.

Review of the Library Director's job description will be done at the end of the year in December.

Review of staff job descriptions will be done in November

c. Meeting Room Policy:

Motion by L. Sloper to leave Meeting Room Policy as written.

Second: M. Hogan

Motion passed by unanimous voice vote

d. Donation Plaques

Motion by J. Quist to update the Fisherman's Party Grand Marshall Plaque and display in library and remaining plaques given to the Milltown Historical Museum for display.

Second: M. Hogan

Motion passed by unanimous voice vote

Motion to Adjourn at 5:47 pm by L. Sloper

Second: M. Hogan