

IL Library Board of Trustees Meeting Minutes **April 20, 2023**

- **Call to order @ 4:10**  
**Present:** Mary Jean Rathbun, Pam Howard, Ben Conboy, Susan Rollings  
**Not present:** Beverly Cannan, Beth Lomnitzer
- **Public Comments 5 minutes - n/a**
- **Review and approve minutes from prior meeting**
  - Ben made a **MOTION** to approve March 2023 minutes; **MOTION** seconded by Pam; **MOTION passed**
- **Review directors report Reviewed.** Susan answered questions regarding the report.
  - Ben suggests rebranding story time with more activities mentioned and sharing with Amber's daycare wait list. It was also suggested to reach out to babysitters and other libraries.
  - Pam suggests using tax program grant money to hire an enrolled agent to instruct about tax preparation for different types of people in the community. This will be explored for the end of 2023/early 2024 as tax season here is ending.
- **Review and approve payment of bills:**
  - **Ben made a MOTION** to approve paying of bills; Pam seconded; all in favor; **MOTION passed.**
- **Old business:**
  - MJ suggests evaluations be done based on the month the employee was hired.
- **New Business:**
  - MJ asked Susan to remove covid banner from the library website, but to keep the pandemic emergency plan on the policy page in case it is needed again.
  - Policy review topics: Audit review could be a simple statement about how bills are dealt with and that trial balances are submitted by our accountant monthly. Included can be a statement about fund balance. Perhaps take wording from the Town's policies.
  - Book challenge—draft a statement to stipulate a time frame of a 1 month period for reconsideration before response is submitted to allow for proper review.
- **Executive Session - Was not necessary**
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**Next Meeting May 18, 2023 4:15 pm**

**MOTION** by Pam to adjourn; **MOTION** seconded by MJ; **MOTION passed**  
**Meeting Adjourned @ 5:10pm**

