

## IL Library Board of Trustees Meeting Minutes *January 18, 2024*

- **Call to order @ 4:28pm**  
**Present:** Susan Rollings, Ben Conboy, Beth Lomnitzer, Chelsea Provost  
**Not present:** MJ Rathbun, Bev Cannan
- **Public Comments 5 minutes - N/A**
- **Review and approve minutes from prior meeting**
  - **Chelsea Provost made a *MOTION*** to approve December 2023 minutes; **MOTION** seconded; **MOTION passed**
- **Review directors report**
  - Friends of the IL Library need donations for books (call first to get approval at dropoff) & baked goods for sale during Snocade
  - New daycare visit in BML went great
  - Rural Library Directors meeting in May and we are being asked for a trustee to stop by. More details coming in March.
  - Ben shared distribution ideas with Susan for eclipse glasses
  - Sign production was delayed, composite manufacturer damage, vendor is awaiting new materials being delivered. (We do anticipate that the sign should be here in time to be installed in the spring)
  - Board discussed adding a \$500 donation on top of \$344.90 contribution bill for “Overdrive”, total of \$844.90 (similar outgoing total for AV as Feb ‘23).
    - **Ben Conboy made a *MOTION*** to increase funding to “Overdrive” to \$844.90 (which makes a similar donation to 2023); **MOTION** seconded; **MOTION passed**
- **Review and approve payment of bills:**
  - **Beth Lomnitzer made a *MOTION*** to approve paying of bills; **MOTION** seconded; all in favor; **MOTION passed**
- **Report of Special Committees**
- **Old business:**
  - Friends of Library have agreed to pay for the 2 new signs
  - Update on fundraiser at Blue Mountain Diner: February 13th, 4:30 - 7:00, Menu has been set by Chef Darrell. Volunteers will be needed for plating and serving. (Going to be selective with student volunteers)
- **New Business:**
  - Voting for updated retirement policy for library staff was completed via email prior to today’s meeting

- Update trustee contact list (review and update at the meeting) - Susan will send out to trustees once final version is ready for Julie
- Date and time of monthly meetings for 2024 - we will be keeping the same schedule with the flexibility to make any adjustments as needed (especially in the summer for Chelsea Provost).
- Decide on Date for trustee retreat (May 2024): combine with May 16th meeting, be sure to keep agenda light that month
- IL Library Policy Updates:
  - [Decision was made to bump the Safety Policy update to February and the Board of Trustees Policy update to March]
  - Susan sent a policy writing samples link
  - Policy review for **February** / update and renew:
    - **Safety**
      - Emergency Plan
      - Fire Safety
      - Opioid Prevention Measures. <-Need
      - Disaster Recovery
      - Workplace Safety/ Violence Prevention
      - Active Shooter Procedures <-Need
  - Policy review for **March** / update and review:
    - **Board of Trustees Policy**
      - Code of ethics
      - Conflict of interest
      - Continuing Education
      - Meeting procedures
      - Public Expression
      - Removal of a trustee
- **Executive Session - None**
  - Reason: --
  - Time in:    Time out:
  - Action taken after executive session: N/A

**Next Meeting February 15, 2024 @ 4:15pm**

**MOTION** by Beth Lomnitzer to adjourn; **MOTION** seconded; **MOTION passed**  
**Meeting Adjourned @ 5:26pm**