

IL Library Board of Trustees Meeting Minutes *April 18, 2024*

- **Call to order @ 4:18 pm**
Present: Susan Rollings, MJ Rathbun, Bev Cannan, Ben Conboy, Beth Lomnitzer, Chelsea Provost
Not present: N/A
- **Public Comments 5 minutes - N/A**
- **Review and approve minutes from prior meeting**
 - **Bev made a *MOTION* to approve March 2024 minutes; **MOTION** seconded; **MOTION passed****
- **Review directors report**
 - **Vacation for Susan will be from 5/1 - 5/14**
 - **2 new subs coming on board**
 - **Pollinator box is falling apart, needs to be removed**
- **Review and approve payment of bills:**
 - **Ben made a *MOTION* to approve paying of bills; **MOTION** seconded; all in favor; **MOTION passed****
- **Report of Special Committees**
- **Old business:**
 - Eclipse went well; 375 people here
 - Egg hunt went very well also
 - Library calendar hack: all previous data has been lost but someone will be in to work in a patch
 - Birch tree (dying) - Bill will be asked to remove tree & stump
- **New Business:**
 - “Scheduled to work” and then scheduled time off with unexpected library closure.... Updated interpretation will be edited by Susan.
 - Rural Library Directors meeting will be here on June 3rd @ noon
 - May 1st - NCPD will be interviewing community members for a North Country Workers segment
 - Annual workplace harassment prevention training
 - \$5000 construction grant from SALS was fully approved (thank you, Susan!!)
 - Bathroom upgrade will proceed next week as planned
 - Kitchen remodel should start hopefully by end of May
 - Children’s area furniture - here as soon as available (some pieces have a 20 week lead time)
 - Staff would like name tags; also name plates for desk (sometime soon)

- **Policy Review:**
 - Workplace Safety / Violence Prevention Policy
 - Edit: next review will be 5/2026 (and then every 2 years)
 - Edit: last sentence about incident report forms
 - Winter weather Closure Policy & Emergency Closure Policy: Discussion and Susan will be update
 - **MJ made a MOTION** to approve Workplace Safety / Violence Prevention Policy with edits; **MOTION** seconded; all in favor; **MOTION passed**

- **Executive Session**
 - Reason: N/A

Next Meeting May 16, 2024 @ 4:15pm

MOTION by MJ to adjourn; ***MOTION*** seconded; ***MOTION passed***
Meeting Adjourned @ 5:45pm