

# Franklin Grove Public Library

## Regular meeting of the Library Board of Trustees

### Tuesday, February 8, 2022 at 6:30 p.m.

**Call to order- at 6:30 p.m.**

Attendance- Trustees: Ruth Newcomer, Geri Twardowski, Susie Murphy, Marilyn Spangler, Barb Simpson, Patti Forrester, Interim Director - Emily Porter, Bookkeeper – Amy Runkel.

Absent: Leigh Delhotal

Recognition of Visitors

**Public comments –**

Approval of Minutes – Personnel, Board Meeting, Special Board Meetings; January 11, 2022, February 1, 2022, February 4, 2022. Marilyn Spangler motion 2<sup>nd</sup> by Geri Twardowski. Correction of Special Board meeting minutes to add the adjournment time. Motion approved

Treasurer's Report – Ratify Bills for January. Susie Murphy presented a motion, Ruth Newcomer 2<sup>nd</sup>. Roll call vote: 6 yes 0 no

Librarian's Report – Quick books – keep desktop version and purchase 2022 with payroll module.

Trustee Reports – very happy with list and weeding out of old books.

Committee Reports – (Building -Generator update), (Personnel – Policy and Personnel update).

Enter Executive Session: Motion presented by Susie Murphy, 2<sup>nd</sup> by Marilyn Spangler to enter Executive Session at 7:03 PM, motion approved. Those in attendance: Susie Murphy, Marilyn Spangler, Ruth Newcomer, Barb Simpson, Geri Twardowski, Patti Forester, Interim Director- Emily Porter 7:03 pm A motion to leave Executive Session at 7:30 PM by Ruth Newcomer, 2<sup>nd</sup> by Marilyn Spangler, motion approved.

**Unfinished business**

Update on Director search – Two separate interviews were held, Feb 1 and Feb 4.

Website design update – design plans within a couple of weeks, once it is all put together the new website will go live. The outlook for this is the end of March.

**New Business**

A Hire Amy Runkel as Library Director with a start date of February 21, 2022– Motion presented by Ruth Newcomer, 2<sup>nd</sup> Marilyn Spangler. Roll call vote 6

yes - 0 No. Motion approved as present with details of salary and position as discussed in executive session.

B. Gas Meter update – Ratify payment of Nicor Gas meter update Motion by Marilyn 2<sup>nd</sup> Ruth Newcomer. Roll call vote – 5 yes 0 no motion approved.

C. Employee Handbook – Amend sick leave, vacation leave. Part time 20 hours of sick leave per year, 20 hours vacation leave per year, 40 hours vacation per years after five years, 60 hours of vacation after 10 years. Motion presented by Susie Murphy 2<sup>nd</sup> by Marilyn Spangler, motion approved to amend employee handbook.

D. Transfer of interest income from CD's to Operations -

**Miscellaneous items - None**

A motion presented by Ruth Newcomer, 2<sup>nd</sup> by Geri Twardowski to adjourn meeting.

Adjournment 8:17 pm

**Next meeting: Tuesday, March 8, 2022 @ 6:30 P.M.**

Finance Committee – Ruth Newcomer, Geri Twardowski

Personnel Committee – Barb Simpson, Leigh Delhotal (Staff Policy Manual)

Policy Committee – Barb Simpson, Leigh Delhotal, Geri Twardowski

Building & Maintenance – Marilyn Spangler, Susie Murphy, Ruth Newcomer

Ad Hoc Committee- Susie Murphy, Marilyn Spangler (Long range library plan).