

Bement Public Library District Board Meeting
June 18, 2024

Board President Mary Postlewait called the meeting to order at 5:30 pm. Director Donna Techau and Board Trustees Bill Gallagher, Jill Lawson, Connie Kinsella, and Gail Wright were present. Trustees Jerry Watzlawick and Kenneth Wright were absent. No one from the public attended.

As a first order of business, Director Techau proposed adding an item to the agenda under new business regarding succession plans for the positions of IT and Acquisitions Clerk, Assistant Director, and Director. Connie Kinsella made a motion to add the item to the agenda. Jill Lawson seconded the motion, and all trustees present voted aye.

Trustee Bill Gallagher made a motion to approve the consent agenda as presented. Jill Lawson seconded the motion, and all trustees present voted aye.

In old business, the fence around the exterior AC units is complete. The board expressed they are pleased with how it looks. The committee to update the welcome packet and create a new library card design have met once since the last board meeting and will meet again before providing recommendations for the board to approve. The complete audit of library cards will not occur until the new cards are ready. The committee created to make recommendations regarding the interior furnishings project has also met one time and plan to meet again. The audit of the library's ADA compliance is in progress. Summer programs are underway and are being well attended. The staff and accountant were informed of the wage increases approved at the previous board meeting. Since the last meeting, bushes were trimmed and gutters were cleaned.

The Fiscal Year 2025 Budget and Annual Appropriations Ordinance were presented for final approval. Connie Kinsella made a motion to approve the budget as presented. Gail Wright seconded the motion, and all trustees present voted aye. Connie Kinsella made a motion to approve the Annual Appropriations Ordinance. Gail Wright seconded the motion and all trustees present voted aye.

In new business, Director Techau reported that to increase accountability, cross-training, clarity of employee duties, and improved workflow, it is recommended to create succession plans for the positions of IT and Acquisitions Clerk, Assistant Director, and Director. Board indicated agreement and set a deadline to have plans to review and approve by the August 2024 board meeting. The library received a letter from ERH Enterprises stating a possibility of lead in the building's tap water. There is a sign on the water fountain to not drink the water until it is tested.

The board must vote annually regarding non-resident fees for library cards. Currently, the library does not offer library cards to non-residents. Jill Lawson made a motion to continue this policy. Gail Wright seconded the motion, and all trustees present voted aye.

Director Techau informed the board there will be a consideration in the future to trim trees near the building to keep leaves from accumulating in the gutters.

Director Techau recommended adding Tuesday Senior Coffee Hour (currently 2 hours) to the library's regularly scheduled hours. This adds 2 hours per week to the number of hours the library is open but does not change current staffing hours. Jill Lawson made a motion to add two additional hours on Tuesdays to the library's regularly scheduled hours. Bill Gallagher seconded the motion, and all trustees present voted aye.

With no further business, Bill Gallagher made a motion to adjourn the meeting. Connie Kinsella seconded the motion, and all trustees present voted aye.

The next regularly scheduled board meeting is July 16, 2024 at 5:30 pm at the library.

Connie Kinsella, Board Secretary