

Fraser Public Library
Board of Trustees
Regular Meeting Minutes
June 10th, 2019
Approved

1. **Call to Order:** President Usndek called the meeting to order at 4:07pm.
2. **Attendance:** President Usndek, Marlene Hoeft, Lorena McDowell-Director, Wettstein, Tina Bullis, Molly Christiansen, Kathryn Parrott Quorum -yes.

3. Approval of Minutes: Usndek moves to approve minutes of the May 13th, 2019 Annual Budget Hearing. Bullis seconds. All in favor. Motion passes. Bullis moves to accept minutes of the Regular Board Meeting of May 13th, 2019. Wettstein seconds. All in favor. Motion passes. Usndek moves to approve minutes of the Special Board Meeting of May 20th, 2019. Christiansen seconds. All in favor. Motion passes. Hoeft moves to approve the minutes of the Special Organizational Meeting on June 4th, 2019. Wettstein seconds. All in favor. Motion passes.

*Note that the board approved to have a discussion of all future board meeting dates be put on the August Board of Trustees Meeting Agenda.

4. Director's Report: *May Statistics Report* was submitted to board. Door count is down from last year. Still on new door count machine. Material circulation is down. *May Fund Report* was given. To date, almost 80% of budget has been used. McDowell submitted budget amendment line items for board approval. Treasurer Wettstein makes a motion to accept all June Budget Amendments. Christiansen seconds. All in favor. Motion passes.

Bookkeeper hire- Director submitted letter from Tim Sadowski to the board for review. Usndek makes a motion to hire Timothy Sadowski as the Library's part-time employee as a full charge bookkeeper as per his proposal letter. Wettstein seconds. All in favor. Motion passes. Benefits to be approved at next meeting.

Banking- Wettstein makes a motion for the board to approve that the Library open up account with PNC Bank consisting of a Money Market Account, Operating Account and Payroll Account whereas the Library Director-Lorena McDowell, President of the Board of Trustees- Dana Usndek, and Vice-President- Tina Bullis will be signers. Usndek seconds. All in favor. Motion carries.

Lawyer Updates- Jury Duty pay is not required by employers to pay employees for absences caused by Jury Duty, however, it is typical for employers to reimburse pay up to 1 week if employee is required to appear in court.

Bookshelving- board may want to consider using the additional funds from the Local Community Stabilization Share to pay for new shelving. Tabled for future discussion.

Custodian- Director notified the board that the Library will be using the same personnel that the City currently uses on a part-time basis.

Rest of Agenda was tabled until next meeting due to time constrains and quorum.

5. Old Business: Board reviewed proposed wages and benefits packages for Library Director, Lorena McDowell. Wettstein makes a motion to have the Board enter into contract negotiations with Lorena McDowell for a 5-day work week for a minimum 35 hours a week for the position of Library Director and that the Library will continue paying at the current rate until new contract is settled. Hoefft seconds. All in favor. Motion passes.

6. Adjournment: Bullis motioned to adjourn meeting at 6:12pm. Wettstein seconded.

NEXT REGULAR BOARD MEETING: Monday, August 12, 2019 in the upstairs meeting room.