

Lawrence Public Library Board of Trustees Meeting  
Regular Meeting, 7 p.m./Public Library  
Date: 08/16/2022

The Lawrence Public Library Board of Trustees met for its regular monthly meeting. President John White called the meeting to order at 7:00 p.m. Board members present were: Cyndi Hays-Morris, John White, Julie Mieure, Joan Brian, Deanna Ratts-Boyd, and Jamie Cox. Library director Dianne Brumley was present. Board members absent: Janet Faro

- I. Recognition of Visitors
  - A. Steve Anderson (WAKO) and Dave Weger (accountant)
- II. Approval of Minutes
  - A. Jamie noted a correction (July meeting called to order by John White, not Mike Neal)
    1. Joan moved to accept the minutes as corrected, Julie seconded.  
Motion carried.
- III. Financial Report
  - A. Accountant's Report
    1. We received our property tax payment
    2. The building fund has a negative balance, so money will be transferred from the general fund to the building fund, to be reimbursed later
  - B. Claims
    1. Julie motioned to accept/pay claims for August. Deanna seconded. Roll call motion passed
- IV. Director's Report
  - A. Dianne went over the highlights which include the following:
    1. Circulation is about the same—new cards are being issued
    2. Kid's Shopping Day was very busy and interesting; 415 kids were served during the day. Library staff passed out pencil pouches and library information
    3. Dianne met with the personnel committee and the finance committee
    4. Lazerware techs installed new computer equipment on July 26. The invoice was submitted to Erate for reimbursement
- V. Unfinished Business
  - A. John reported he talked to Pat Halter
    1. They are working on the sign
    2. The cover has been made for the basement problem
  - B. John called the architects
    1. They are checking with contractors
    2. They are finishing details to show us for selecting things such as tiles
- VI. New Business
  - A. Personnel Committee Report (Deanna Ratts-Boyd, Chair)

1. The personnel committee met with Dianne on August 4<sup>th</sup>
  2. Goals were reviewed on things such as outreach and security
    - a. Dianne is going to explore a possible homebound delivery
    - b. Revising mission statement and overdue fines was discussed, as well as personnel policy manual and holidays
    - c. Recommendations were made to be addressed below
  3. John suggested cameras for security and they could possibly be added to the upcoming project
- B. Finance Committee Report (Joan Brian, Chair)
1. Joan reviewed the major budget changes as suggested by the committee
  2. The personnel committee made a proposal for wages and salaries—the finance committee tweaked the amounts.
    - a. increasing the Director and Youth/Program Director by 6 percent
    - b. Increasing hourly staff by .50 per hour
  3. The finance committee discussed the health insurance for salaried employees. It was noted the youth/program director does not take advantage of health insurance reimbursement. The committee suggests that position should still be paid the reimbursement even if the person in the position is under their spouse's policy.
    - a. The Youth/Programs director's reimbursement will be prorated according to hours per week (Director works 40 hours per week, youth/program director works 30 hours per week)
- C. Approval of Staff Wages/Salaries FY2023
1. Julie motioned to approve the wages/salaries as outlined in the budget proposal, Julie seconded. Roll call motion passed
  2. Julie motioned to approve the reimbursement for health insurance policy as outlined in the budget proposal. Joan seconded. Roll call motioned passed
- D. Approval of Tentative FY2023 Budget
1. Jamie moved to accept the tentative budget as presented. Julie seconded. Roll call motioned passed
- VII. Truth In-Taxation Compliance (not required)
- VIII. Other Business
- A. Discussion and Approval of Trial Suspension of Overdue Fines for FY2023 (Dianne Brumley)
1. It is a trend with libraries to no longer collect overdue fines; Dianne suggests we do a year trial of no longer collecting fines
    - a. Patrons will be charged for items that are never returned
    - b. If a patron has overdue items that haven't been returned, they are not allowed to check out more items
  2. Julie motioned to no longer collect fines on a trial basis for one year. Deanne seconded. Motion carried

B. Discussion and Approval of Modifications to Personnel Policy Manual  
(Dianne Brumley)

1. Julie motioned to make the amendments to the Personnel Policy as outlined in the director's submitted proposal. Joan seconded. Motion passed.

a. Note: this policy includes adding two holidays—The day after Thanksgiving and Juneteenth

IX. Executive Session (not required)

Submitted by:

Cynthia Hays-Morris, Secretary