

Lillie M. Evans Library District
Meeting of the Board of Trustees
November 11, 2021 at 7:00 p.m.

The Lillie M. Evans Library Board was called to order at 7:01 p.m. on Thursday, November 11, 2021. Zach Waldis, Diane Smith, Teresa Bouton, and Gayle Johnson-Brackett were present. Deb Givens, Ellen Cluskey, and Randy Ingle were absent. Director Beth Duttlinger was also present.

Comments or questions to the Board – None

Minutes

- A. The minutes from the October 14, 2021 meeting were read. Zach Waldis made a motion to accept the minutes, seconded by Diane Smith. All ayes, motion carried.

Correspondence and Communication

- A. Open Meetings Act Training for Members of Public Bodies (Ancel Glink) – The library is required by law to be trained using information from the attorney general, which is still not available.

Committee Reports

- A. Finance – No report.
- B. House and Grounds – No report.
- C. Policy
 - 1. FOIA – Teresa Bouton made a motion, seconded by Zach Waldis, to approve the policy as amended. All ayes, motion carried.
 - 2. Friends of the Library – The policy was reviewed and no changes were necessary.
 - 3. New Library Board of Trustees Orientation - The policy was reviewed and no changes were necessary.
 - 4. Record Retention – The Record Disposal Certificate was sent to the local records commission for review, as required by law.
 - 5. Internet Access and Computer Use – First reading of the updated policy.
- D. Personnel – No report.

Financial Report

- A. Approval of October expenditures – Diane Smith made a motion, seconded by Teresa Bouton, to approve the October expenditures. Roll Call: Diane Smith, aye, Zach Waldis, aye, Teresa Bouton, aye, Gayle Johnson-Brackett, aye. All ayes, motion carried.

Directors Report - on file at the library.

Friends of the Library report – No report.

Unfinished Business

- A. COVID pandemic – No changes to the current restrictions.
- B. Long Range Plan – The timeline was reviewed, and everything is on track through November. The Mission Statement was reviewed by the board.

New Business

- A. Holiday Closing for FY22 – Nov 25-26, Dec. 24, 25 and 27, Dec. 31, Jan. 1 and Jan. 3 – Reviewed. These were approved last year.
- B. Exception Dates for FY23 – Nov. 24-25, Dec. 23, 24, and 26, Dec. 30-31. Jan. 2. Reviewed for next year. Will go on the official calendar.
- C. FY2021 Audit & Comptroller’s Report – Information has been turned in to the auditors but the report is not ready yet.
- D. Serving Our Public 4.0 – Chapter 11: Youth/Young Adult Services, Chapter 12: Technology, and Chapter 13: Marketing, Promotion and Collaboration were reviewed. The library meets all relevant criteria.

Comments to guide future agendas - None

Adjournment – Zach Waldis made a motion, seconded by Diane Smith to adjourn the meeting at 8:15. All ayes, motion carried.

The next board meeting will be December 9, 2021, at 7:00 p.m. at the library.

Respectfully submitted,

Gayle Johnson-Brackett, Secretary pro tem