Cadott Library Board of Trustees—February 14, 2022 Regular Meeting

*Opening*: The meeting was called to order at 4:30 pm by President Kaste.

*Roll call/Establish Quorum/Compliance of Open Meeting Law*: Board members present included Kaste, Kotek, Mackie and Hager. Weiland was absent. Quorum was established. We are in compliance of Open Meeting Law. Also present was Library Director Samma Johnson.

*Approval of Agenda*: Motion was made by Mackie/Hager to approve tonight’s agenda. Carried.

*Minutes of January 10, 2022 Regular Meeting* were read. Motion was made by Kaste/Hager to approve the minutes as read. Motion carried.

*Discuss/Approve Bills Paid in December were presented.* A motion to approve January bill payments was made by Kotek/Mackie. Carried.

*Director’s Report* *Highlights*: Covid numbers had surged since our last meeting, so Samma hasn’t pursued increased programming. Child Development Day is not having outside organizational tables. Samma will put together packets complete with registrations to be available at the event. More RPG Kits have been put together. Job Seeker Kits will be put together soon. There has been no update to the backorder for our backdoor. Appreciation was expressed for Public Works which has timely handled a few maintenance needs at the library recently. Friends of the Library have their next meeting on February 24th. There are a few people that have possible interest in serving as FOCCL officers. Friends are actively trying to recruit more membership. Due to the cessation of free Google Business service, IFLS will be working to help member libraries transition to a Microsoft Product.

*Building Committee Update:* The General Building Committee had its last meeting on January 13th. Attendees split into separate meetings for the 2 committees: Capital Campaign and Community Awareness. The Capital Campaign Committee brainstormed potential businesses to approach for help. The Community Awareness Committee discussed the Open House that would be held at Whispering Pines Golf Course. Future meetings for both committees will be held on the second Thursday of each month. Each committee is hoping to decide on Chairs.

*Continued review of Employee Handbook Update* John Thompson advised President Kaste that vacation and sick hours could be pro-rated. It was decided that Kaste, Mackie and Samma would attempt to meet in April for the purposes of reviewing the handbook and bring proposals back to the board-at-large.

*Transfer of Board-Controlled Funds to Building Fund* After discussion, it was decided that we do not need to transfer any pass-through funds until there is an established need to do so. They would not be rolled into the fund until 2025.

*Public Comments* There were none from the public.

*Adjournment:* Motion was made by Kaste/Hager to adjourn this meeting. Carried.

Respectfully Submitted,

Secretary Diana Mackie