

Wabeno Public Library Board

**PLACE:** Wabeno Public Library

**DATE:** March 19, 2024

**TIME CALLED TO ORDER:** 4:30 p.m.

**COMMITTEE MEMBERS PRESENT:** Carol Bartlein, Kay Morrison, Carol Tallier, Diane Spaude, Janet DeJean Newton, Ben Hermus, Town Board representative, and Jasmine Hanson, director.

**I. CALL TO ORDER**

President Carol Bartlein called the meeting to order at 4:30 p.m.

**II. ROLL CALL**

The secretary took roll call; Judy Richmond and Kathy Stauffer were absent.

**III. APPROVAL OF AGENDA**

Diane made a motion, Kay seconded to approve the agenda with the addition of "Support Staff Payroll Review" added as VII-A. Motion carried.

**IV. MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting were given to each member prior to the meeting. There was a motion by Diane, seconded Carol T to approve the minutes of the November 14, 2023 meeting. Motion carried.

**V. REVIEW BY-LAWS**

"Article 1" and "Article 2" were reviewed and discussed. Minor changes will be made and the by-laws will be presented for board approval at the next meeting.

**VI. REVIEW POLICIES**

"Wabeno Public Library Collection and Development Policy" was updated by Jasmine and handed out for review. Discussion brought out some suggested additions and rewording. The edited policy will be presented for board approval at the next meeting.

"Mission and Goal Statements" and "Who May Use the Library" policies were updated by Jasmine and handed out for review. Suggestions were added and the final draft will be presented for board approval at the next meeting.

"Hotspots" We no longer have the hotspots so we will not have to review a policy for them.

## **VII. APPROVAL OF 2023 ANNUAL REPORT**

The annual report was discussed. Diane made a motion to approve the annual report, Janet seconded, motion carried.

### **VII-A. SUPPORT STAFF PAYROLL REVIEW**

Carol indicated that a member of the support staff reached out to her regarding the compensation that they receive. Discussion followed. Kay made a motion that the salaries of the support staff be adjusted to the amounts discussed, effective immediately. Carol seconded. Motion carried. Kay will notify the Town Clerk so she can adjust their payroll amounts.

## **VIII. COMMENTS AND/OR CONCERNS AND/OR CORRESPONDENCE**

Jasmine shared that the library had a technology inventory and our two public computers should be replaced. WVLS offers new computers at reasonable prices. Jasmine will look into the cost and update us at the next meeting.

Jasmine inquired if the board had plans for any of the old computer equipment in the basement. As we do not, she will inquire if anyone is interested in “parts” from them and also inquire if WVLS has a disposal program. If they do have such a program, what would the cost be? Wabeno may also have a disposal day, we will check to see what the cost of that would be.

Jasmine requested 2 years of minutes from the previous years and agendas if available. Kay will provide the minutes and any agendas that she has.

## **IX. NEXT MEETING**

The next meeting date will be July 9, 2024 at 4:30 p.m. This next meeting will be our Annual Meeting.

## **X. ADJOURNMENT**

Carol T. made a motion to adjourn, Diane seconded. Meeting adjourned at 5:42 p.m.

Respectfully submitted,

Kay Morrison, Secretary