



## District Board Meeting

October 2021

Minutes

**Board Present:** Karen Esvelt, Guy Chittenden, Susan Stovall

**Staff Present:** Jane Ellen Innes, Laura Jones

### I. Call to Order

Chairperson Karen Esvelt called the meeting to order at 3:40 pm.

### II. Acceptance of Agenda and Establishment of a quorum

A quorum was present. Susan Stovall moved to accept the agenda with flexibility. Guy Chittenden seconded. Motion passed unanimously.

### III. Public Comment

None.

### IV. Price/Fronk

Daniel Kieffer from the auditing firm Price/Fronk reviewed the annual audit process and outlined some changes to this year's process. The firm is also auditing selected payroll records. Kieffer explained that the process should be complete December when he will return to present results.

### V. Review/Approval Minutes

- Regular Meeting – September 7 2021
- Emergency Meeting – September 18, 2021
- Budget Committee Minutes – 9/21/2021

### VI. Finance Report – for the period ending September 30, 2021

### VII. Old Business

#### A. Budget Resolution

The Budget Committee met on November 21, 2021 to address the grant funds received in June 2021 for the current budget year. The Committee recommended adopting a supplemental budget that includes increasing grant revenues by \$135,794.92 as a result of grants received by the Library after the 2021-22 budget cycle concluded.

#### B. Wifi Hotspot Lending Policy 2<sup>nd</sup> review

This item was tabled until the November meeting.

### VIII. New Business

#### A. Supplemental Budget resolution

Stovall presented the resolution and Chittenden seconded. Resolution approved unanimously.

#### B. Board Vacancy

The Board agreed to interview three candidates interested in filling the vacant position. Esvelt will schedule interviews for Tuesday, October 19.

C. Policy Review

Members reviewed and agreed it complied with the following three policies: (1) Governance | Chair/Vice-Chair Roles, (2) Linkage | Monitoring Library Director Performance, (3) Executive Limitations | Financial Conditions. It tabled the Board Evaluation.

D. Purchase of Library Van

Jones reported on the pending purchase of a van for the Library Bookmobile. Working with an auto broker, she explained that demand for cargo vans was high and supply was low. She presented information and pictures of the cargo van and potential customization. The cost of the van is \$45,XXX. Grants will fund \$38,000; Innes asked the Board to approve using operating funds to meet the entire cost of the vehicle. Chittenden moved that up to \$46,000 be approved for the purchase of the cargo van and that the difference between vehicle cost and grant funds be absorbed by the Library's operating fund. Stovall seconded. Motion passed unanimously.

E. Schedule governance workshop.

Members present scheduled a Board Governance workshop for Wednesday, November 10, 2021.

F. Strategic Planning Consultant

To proceed with the building project, the Board agreed its next step was to develop a strategic plan. Members agreed to review the information compiled by Jones at the September meeting and will identify next steps at the November meeting.

**IX. Reports**

1. Teams. The Team report was reviewed.
2. Facilities. Annex demolition continues and should be complete by the beginning of November. Remodeling of the BluePlex continues. 234 7<sup>th</sup> Street will vacate in October.
3. Properties. One rental property remains.
4. Grants

**X. Other Business**

None.

**XI. Adjournment**

With no further business before the Board, Stovall moved the meeting adjourn. Chiittenden seconded. Esvelt closed the meeting at 5:25 pm.

Respectfully submitted,



Jane Ellen Innes, Secretary to the Board