

**BOARD OF TRUSTEES MEETING**  
**Darcy Library of Beulah**  
**April 12, 2022**

**Call to Order:** The regular Board of Trustees meeting called to order at 7:03 PM at the Darcy Library. Those in attendance and constituting a quorum were:

**Present:** Dan Hook, Cathy Hahn, Dan Schoonmaker, Debby Laslo, Ann Strehle

**Absent:** Annie Marshall

**Guest(s):** Karen Salyer (Director), Janice Schoonmaker

**Approval of Agenda:** Laslo made a motion to move the Policy Review under old business earlier in the agenda. Schoonmaker supported the motion and the new agenda was approved.

**Approval of Minutes From Previous Meeting:** It was noted that a correction regarding the starting date of Jennifer Barker should be April 7th. Schoonmaker moved to approve the minutes of March 8, 2022 as amended, Strehle supported, and the amended minutes were approved.

**Old Business**

- Policy Review. Section XXI Emergency and Disasters Manual.
  - Emergency Procedures.
    - A. Fire 2.b. The word “not” was inserted between “can” and “be” .
    - E. Snow Closure. This section was revamped a bit regarding when to close, who will make the call, and whom to notify.
    - I. Active Shooter/Lockdown Procedure. This is a new section to be added. It covers procedures in the event of a dangerous person using weapons to harm others.
      - Three levels of lockdown (Low, Medium, High) described and procedures to be followed in these situations.
  - Disaster Procedures.
    - Phrasing was clarified
    - Emergency Phone Numbers. “Sewer” was added to “Water” under type of emergency in which to contact the Village of Beulah.
- Motion to approve the above amendments in Section XXI was made by Strehle, Laslo supported, changes were approved.

**Treasurer’s Report** (See corresponding documents)

- Financial Statement for the nine-month period-ended March 31, 2022
  - The net income for nine-months was \$5208 compared to the budgeted loss of \$1758. The difference was primarily due to fewer staff hours and reduced expenditures.
  - Nearly all of the \$68,000 property tax revenue has been received as of March 31.

- Bill Approvals
  - Request approval of bills to pay (\$0) and paid (\$8194.33) since the last meeting on April 12, 2022.
- Other
  - Budget amendments and the budget for next fiscal year will be approved at the May meeting since Dan S. will be out of town for the June meeting.
- Schoonmaker moved to accept the entire Treasurer's report, consisting of the Financial Statement and the Approval of Bills, Laslo supported, and the report was approved in its entirety.

**Director's Report** (Karen Salyer)

- Library use is increasing as people return from their winter retreats.
- Jennifer Barker started and is doing well.
- Scrabble tournament scheduled for April 23rd.
- Kris is prepping for the Summer Reading Program; theme is "Oceans of Possibilities".

**Committee Reports**

**Personnel Committee**

- No report

**Maintenance Committee**

- Need to schedule spider spraying, window cleaning, and HVAC tune-up.

**Liaison Report with Friends of the Darcy Library**

- Dan S. will attend.
- New president

**New Business**

- None

**Other Business**

- Storage barn project is moving forward.

**Public Comment**

- None

**Next Meeting:** The next meeting is scheduled for Tuesday, May 10, 2022, at 7pm.

**Adjournment:** Strehle moved to adjourn the meeting, Hahn supported, the meeting adjourned at 7:56 PM.

**Respectfully submitted:** Catherine Hahn, Recording Secretary