

**Board of Trustees Meeting
Darcy Library of Beulah
February 8, 2022**

Call to Order: The regular Board of Trustees meeting called to order at 7:07 PM at Darcy Library in Beulah. Those in attendance and constituting a quorum were:

Present: Dan Hook, Debby Laslo, Annie Marshall, Ann Strehle, (via telephone: Dan Schoonmaker and Karen Sayler- Director)

Absent: Cathy Hahn

Guest(s): None

Approval of Agenda: Laslo moved to approve the agenda for the meeting, Marshall supported, and the agenda was approved.

Nomination of new board member: Schnoonmaker moved to approve the nomination of Ann Strehle to the Board of Trustees, to fill the position vacated by Abby Smith. Laslo supported and Ann Strehle was approved to fulfill the vacated position.

Approval of Minutes from Previous Meetings: Strehle moved to approve the minutes from November 9, 2021, Marshall supported, and the minutes were approved.

Treasurer's Report (See corresponding documents):

- Financial statements for the seven-month period-ended January 31, 2022.
 - The net loss for seven months was \$22,930 compared to the budgeted loss of \$28,591. The difference is primarily due to the most expenditure items including Personal Services and Administrative Services. Approximately, \$25,000 of the total \$68,000 property taxes budgeted has been received by the end of January.
 - There were no other significant budget variations.
- Bill Approval
 - Request approval of bills to pay (-0) and paid (\$26, 408.47) since the last meeting on November 9, 2021 to February 8, 2022. The amount is high due to prior missed meetings.
- Schnoonmaker moved to accept the entire Treasurer's report, consisting of the Finance Statement and the approval of Bills, Laslo supported, and the report was approved in its entirety.

Director's Report (Karen Sayler):

- Karen attended, via telephone, and reported the library has been "slow but steady with circulation. Currently, staff is working on completing inventory and planning future library events.

Committee Reports

Personal Committee

- Bonnie is scheduled to retire on 2/10/2022. The library is currently accepting resumes and will be scheduling interviews to hire a part-time employee.

Maintenance Committee

- None

Liaison Report with Friends of the Darcy Library

- None

Old Business

- Policy Review:
 - Karen is currently reviewing/updating the library privacy act, procedures and disaster manual.
- Storage Building: D. Hook disclosed that he has a conflict of interest regarding this project because he serves on both the Village of Beulah and the Darcy Library boards.
 - Dan S. identified the style and a location for the storage building.
 - Library will cover the cost of the legal fees. A package was sent to the village attorney for review.
 - Dan H. motioned to accept the he First Amendment to Lease provided by the Village, Strehle supported, and the lease agreement was approved.
 - The lease amendment will need to be updated every 5 years.

New Business

- Foster Swift
 - Per letter dated 12/9/2021, the Darcy Library legal fees will be increased to an hourly rate of \$225, effective on 2/1/22.
 - Hook requested approval of the legal fee changes, Laslo motioned to sign the agreement with Foster Swift, dated 12/9/21, increasing the legal fees to an hourly rate of \$225, effective 2/1/22, Strehle supported and the legal fee rate changes were approved.

Other Business

- None

Public Comment

- None

Next Meeting: The next meeting is scheduled for March 8 at 7 P.M.

Adjournment: Strehle made the motion to adjourn the meeting Laslo supported and the meeting was adjourned.

