

DELEVAN-YORKSHIRE PUBLIC LIBRARY

January 15, 2025

Board of Trustees Meeting Minutes

Meeting opened with President, Brandon Stearns, leading in the pledge to the flag. Present at the meeting were Fred Clark, Judy Hecht, Lora Lee Downer, Deborah Sisson and Library Director, Marge Brown. Jan Dekoff, CCLS Director was also present.

DECEMBER MINUTES: After noting the incorrect date given for the next (this) meeting, minutes were accepted as read on motion of Fred and second of Brandon.

TREASURER'S REPORT: Marge and Julie and Jennifer met to work on setting up the budget in QuickBooks. Upon Jan and Jennifer suggested that use of a debit card by the Library is not good financial policy. After discussion it was decided that the Board would investigate further closing the debit card account and opening a credit card. Jan will send us info that we will evaluate at the February meeting and make a decision. Policy #23 can be amended if the Board decides any changes in its use. There was discussion of receipts and missing payments from the Town and the Pioneer. A note will be made on the calendar to contact the district in February for payment of tax levy funds. The School District will send out the contract for the School's use of Library facilities. We will make contact if funds have not been received by next week (January 22). Jennifer reported that one of the CDs is coming up for renewal. Julie's suggestion is to have the interest earned rolled over since the Library has sufficient cash to function without the interest added to checking. She will check into available interest rates. Brandon made a motion to reinvest the interest. Deb seconded.

MOTION CARRIED. Jan suggested the creation of an office – Vice President of Finance - on the Board. After further report review, Lora Lee made a motion to accept the Treasurer's Report. **MOTION CARRIED.**

DIRECTOR'S REPORT: Marge will begin looking for another clerk after the Annual Report is finished in mid-February. She presented a copy of the letter sent by Ann Parker of the Machias Library to Pioneer requesting the increase in the tax levy for libraries in the district. Marge also reported that Libby usage in 2024 was a record high.

Jan brought to our attention the fact that our Board has only 5 members and that the Annual Report lists "voting members" of 9. This causes a difficulty with determining a quorum. The State has an issue with this discrepancy. Jan suggested a change to our Constitution to include a more appropriate number. After discussion, the Board decided to amend the Constitution and include 7 as the voting member number. 7 will make 4 a quorum which is possible with our current Board number of 5. We will continue to look for additional members. Notice was given that the vote on an amendment will occur at the next Board meeting, February 19.

There was discussion regarding the Board's salary offer to Marge for 2025. Jan pointed out that the contingency of goal accomplishment to increased salary later in the year is not a good approach. Her suggestion was to determine a specific certain raise. Separate from salary negotiation, goals need to be agreed upon. If they are accomplished before next September, her salary for 2026 would be determined and a "merit raise" could be added at that time. There was discussion regarding goals expressed by the Board for Marge. Jan will help facilitate agreement between Board expectations and Marge's understanding of a Director's duties. The Annual Director's review process begins this month and forms were given to all Board members. It addresses job description tasks and will not address the goal subject.

Annual Ethics, Conflict of Interest, Whistleblower forms were signed by Board members and Treasurer. The Sexual Harassment Prevention form was given to each member. They will have the month to acquire the training and return the signed form in February for Board records.

Items tabled for February meeting:

Director's Annual Report

Election of officers

Judy made a motion to adjourn the meeting at 5:10; Deb seconded. **MOTION CARRIED.**

Respectfully submitted,

Lora Lee Downer, Secretary

Next meeting February 19, 2025.