

**DIVERNON TOWNSHIP LIBRARY
BOARD OF TRUSTEES MEETING
MAY 15, 2013**

The meeting was called to order by the President, Linda Baer at 6 PM.

The President then asked for roll to be called: Linda Baer, Mary Boblitt, Jane Emerson, Jake Rettberg, Alan Bell, and Susie Darling. All were present.

Recognition of visitors: Denise McCrady, Mary Lou Derhake and Joan McCrady.

At this time Denise McCrady swore in the newly elected Library Board Trustees; Linda Baer, Jane Emerson and Alan Bell.

Discussion was held and on a motion by Susie Darling, seconded by Jane Emerson Mary Lou Derhake was appointed to fill the vacant term for two years. All were in favor.

At this time Denise McCrady swore in the newly appointed Mary Lou Derhake as an appointed Library Board Trustee.

Joan McCrady took pictures of the newly elected and appointed Trustees. She also took a picture of the entire Library Board.

The President then asked for the minutes from the previous meeting. On a motion by Jake Rettberg, seconded by Alan Bell the minutes were approved.

The President then asked for the Treasurer's report to be read. It was read and on a motion by Jane Emerson, seconded by Mary Boblitt it was approved as read. All were in favor.

Discussion and vote on election of officers:

On a motion by Alan Bell, seconded by Jane Emerson Linda Baer was appointed as President. All were in favor.

On a motion by Mary Boblitt, seconded by Alan Bell, Susie Darling was appointed as Treasurer. All were in favor.

On a motion by Jake Rettberg, seconded by Alan Bell, the treasurer will receive general assistance from the previous treasurer LeAnn McCrady Proctor at a rate of \$25.00 per hour. All were in favor.

On a motion by Mary Lou Derhake, seconded by Jake Rettberg Jane Emerson was appointed as Secretary. All were in favor.

On a motion by Jane Emerson, seconded by Jake Rettberg Mary Boblitt was appointed as Vice President. All were in favor.

Discussion and vote on gift for LeAnn for her years of service as trustee and treasurer. On a motion by Jake Rettberg, seconded by Jane Emerson the items were discussed and Linda Baer and Kathy Goleman will handle. All were in favor.

Discussion and vote on two signatures on the accounts for the library: A motion was made to add Jane Emerson to the accounts as an authorized signature and still to require two signatures on all accounts by Mary Boblitt, seconded by Jake Rettberg. All were in favor.

Building Improvement Committee:

Discuss and vote on purchasing an electric blower/weed eater for library. A discussion was held and on a motion by Alan Bell, seconded by Jane Emerson the blower/weed eater will be purchased. Susie Darling will purchase.

Discuss large hole between library and legion. The large hole has been fixed by Jake Rettberg. The entire area is not easy to get to for mowing and or maintenance of outside equipment. Bids will be obtained to cover with gravel so mowing and other care will be easier.

Discuss and vote about dirt around storage shed or possible gutters. Discussion was held. Jake Rettberg, will get an estimate for next month.

Discuss and vote on rugs for library: On a motion by Susie Darling, seconded by Jake Rettberg, Kathy Goleman will call and get a bid from Aramark.

Discuss and vote purchasing new chairs for library: Tabled

Mary Lou Derhake will check at Sam's also.

Discuss and vote on the back door at the library: It is still unfinished. Tabled

Discuss and vote on part time library help hourly wage.

The part time hourly wage at this time will be \$9.00 on a motion by Jake Rettberg, seconded by Alan Bell. All were in favor.

Discuss and vote on the personal day and holiday policy for employees.

After one year completed employment up to and including five years of employment, five (5) days of personal time.

After five (5) years and up to ten (10) years employment; seven (7) days personal time.

After ten (10) years and up to fifteen (15) years of employment; ten (10) personal days.

After fifteen (15) years and up to twenty (20) years of employment; thirteen (13) personal days.

After Twenty (20) years and up to twenty five (25) years of employment; Fifteen (15) days of personal time.

After Twenty Five (25) years and up of employment; Twenty (20) days of personal time.

The new policy was adopted on a motion by Jake Rettberg, seconded by Alan Bell. All were in favor.

On a motion by Jake Rettberg, seconded by Alan Bell, the head librarian will be paid all six (6) holidays.

The six holidays are: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas.

Assistant librarian will be paid for holidays if scheduled to work. All were in favor. There will be a new Personal Time policy on file.

Discuss and vote on Non-Resident card fee for fiscal year July 1, 2013 – June 30, 2014. The new nonresident card fee is \$105.08. A motion was made by Alan Bell, seconded by Jake Rettberg. All were in favor.

Discuss and vote Homecoming Ad: On a motion by Jake Rettberg, seconded by Alan Bell the library will take a full page ad for \$60.00 this year. We will see if a picture of some activity in library could be included. All were in favor.

Discuss and fill out certificate of status exempt property: The certificate was signed and will be sent by librarian. On a motion by Mary Lou Derhake, seconded by Jake Rettberg this was approved by all.

Discuss, vote and fill out insurance papers form Forsyth Insurance Group, Inc. Susie Darling will call Forsyth Insurance and get information needed.

Executive Session: none

Librarian's report:

New Employee: The new assistant librarian's probationary period will end May 25, 2013.

New Polaris Library system: April 9, 2013 the library was up and running smoothly. We now have lots of books going out of the library due to requests from elsewhere. This does increase our circulation numbers.

Annual Report: It is complete and we only need the certificate of insurance from Forsyth Insurance Co. Susie Darling will be obtaining that from the company.

Annual Budget: This had been completed and sent to the township as requested.

Environmental Scanning Trustee requirement: Information given to Trustees for their completion.

The next meeting will be June 4, 2013.

The meeting was adjourned on a motion by Jake Rettberg, seconded by Jane Emerson. All were in favor.

Submitted by Susie Darling, Secretary