

## **Rusk County Community Library Board Meeting Minutes**

Upper Level Rusk County Community Library

Tuesday, April 13th, 2021

**Present:** Hollis Helmecci, Cindy Pohlman, Randy Tatur, Anna Kauffman, Gerard Schueller

### **Meeting Minutes**

The board reviewed the March 9th, 2021 meeting minutes. A motion was made to approve the March 9th, 2021 Rusk County Community Library Board meeting minutes by Anna Kauffman and seconded by Cindy Pohlman. Motion carried.

### **Financial Statements**

The board reviewed the financial statements for February and March 2021. The motion to accept the February and March 2021 financial statements was made by Cindy Pohlman and seconded by Anna Kauffman. Motion carried.

### **Invoices**

The board reviewed the invoices from March and April 2021. A motion to approve the invoices was made by Cindy Pohlman and seconded by Gerard Schueller. The motion carried.

### **Maintenance Committee**

Formation of the Maintenance Committee will be brought back to the May board meeting.

### **Maintenance**

No new maintenance issues to report.

### **Compliance**

Hollis reported that in order to get back into compliance, 2-4 meetings need to be held with county and city committees, boards and/or staff to discuss capital and operational needs and receive updates on the financial status of the library. These meeting dates will need to be set up at the May board meeting.

### **COVID-19 Adjustments to Service**

Beginning May 3rd, the library will be open to the public ½ days without appointments. No other adjustments will be made at this time.

## **Director's Report**

The director's report was given by Hollis Helmecci. March Teen Night had 7 attendees. There were 21 readers that participated in the March Mindfulness Reading Challenge and they read a total of 39,678 minutes. 100 Take and Make bags were given out.

The Library Building Maintenance plan includes:

- a. Jointly establish and provide funds to repair and/or replace critical items identified by the Ayres Report and HVAC study within the next two years.
- b. Develop and approve a library capital improvement plan for non-critical and future capital building maintenance needs. (Routine maintenance shall be funded as part of the library's operational budget.)

Hold 2-4 joint meetings with the county and city committees, boards and/or staff to discuss capital and operational needs and receive updates on the financial status of the library.

Hollis also reported that Andy A. contacted her about repairing the light on the flagpole outside of the library. The light currently does not work in the winter, because it is wired into the air conditioning unit. Plans to fix the light are being talked about.

The next meeting is scheduled for May 11th, 2021.

The meeting was adjourned at 5:43 pm.

Respectfully submitted by Cindy Pohlman