

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

Tuesday, September 14th, 2021

Present: Hollis Helmecci, Randy Tatur, Leah Fuse, Cindy Pohlman, Anna Kauffman, Keely Sanderson, Annette Barna

Public Attendance: Tony Devine

Chairman Tatur called the meeting to order at 5:00 pm.

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

The board reviewed the financial statements from August 2021. A motion to accept the August 2021 financial statements was made by Cindy Pohlman and seconded by Annette Barna. The motion carried.

Next, the board reviewed the August/September 2021 invoices. A motion was made by Anna Kauffman to approve the August/September 2021 and seconded by Cindy Pohlman. The motion carried.

The board discussed the 2022 budget. A city representative, Tony Devine, reviewed the budget with the board and answered questions about the. He explained how the ACT 150 money is being applied, the decrease of fines and fees due to no longer having fines only replacement fees, and how the carryover balance is being reported. The board would like all library donations to be reported as restricted or unrestricted, with fund balances for each, and a note by the person donating, as to how they would like the donation used. The sudden increase in wages and fringe benefits is due to a payout of benefits owed to the Library Director when she retires on December 31, 2021. The board is requesting a monthly report from the county on the balance of the County Library Fund. Randy Tatur reported that the County Library Fund will be spent by November 15th, 2021 on the repair work being done to the library building. The repair is approximately \$152,000, which includes the roof, siding, eaves, and outside brickwork. This repair work does not include any inside maintenance repairs. A motion to approve the 2022 budget as presented by Tony Devine was made by Annette Barna and seconded by Anna Kauffman. The motion carried.

The board discussed paid holidays. A motion to follow the city's holiday paid schedule, which includes Good Friday being a paid holiday, was made by Cindy Pohlman and seconded by Annette Barna. The motion carried.

The board reviewed a new policy, prepared by Hollis Helmecci, of fees and charges for materials. A motion to approve a fine policy as written, to be adopted by November 2021 and effective by January 2022, was made by Cindy Pohlman and seconded by Keely Sanderson. The motion carried.

Next, the board discussed maintenance issues. Hollis Helmecci took the library board on a tour of the lower library level. Some of the maintenance issues include: floor tiles are ripped, missing, or having holes in them, holes under doors, sinks do not work, water has dripped by the windows and doorways

causing the walls to rot and have mildew, and mildew in the storerooms. These maintenance issues do not allow the lower level to be used by the public at this time.

The Director's report was given by Hollis Helmecci. Budget is on track, staff will be attending a safety training update that is required by the city, the fire system urgently needs to be updated. The board reviewed a Fire System Proposal from Per Mar Security Services.

The next meeting is scheduled for Tuesday, October 12th, 2021.

The meeting was adjourned at 6:57 pm.

Respectfully Submitted by Leah Fuse

