

Rusk County Community Library Board

Meeting Minutes

Tuesday, August 10th, 2021

Present: Randy Tatur, Cindy Pohlman, Hollis Helmecci, Annette Barna, Keely Sanderson

Chairman Tatur called the meeting to order at 5:07 pm.

The board reviewed the July 2021 meeting minutes. A motion to approve the 2021 meeting minutes was made by Randy Tatur, seconded by Keely Sanderson. Motion carried.

The board reviewed the July 2021 financial statements. A motion to accept the July 2021 financial statements was made by Cindy Pohlman, seconded by Annette Barna. Motion carried.

The July 2021 invoices were reviewed. A motion to approve the July 2021 invoices was made by Cindy Pohlman, seconded by Annette Barna. Motion carried.

The board discussed the status of the 2022 budget. The final budget is not ready. Randy Tatur inquired about where the carry over from the previous year's budget went. It was suggested that Tony Devine from the city be asked to attend the next meeting to clarify where the carry over is.

The board discussed paid holidays. Hollis Helmecci would like to have Juneteenth off. Currently the library policy follows the city's paid holiday schedule, except for Good Friday. The library staff does not have Good Friday off, but city employees do. The board decided to wait until more board members were present before changing the paid holiday policy.

The board discussed the fine policy currently in place. Hollis Helmecci informed the board that many other libraries were going fine free. It was clarified that fine free means patrons would not be charged a fine for bringing back late material. However, they will be charged a fee if the material they check out is not returned or if it's damaged. A motion to have Hollis Helmecci write a draft of the fine free policy was made by Cindy Pohlman, seconded by Annette Barna. Motion carried.

Hollis Helmecci updated the board on maintenance issues. The fire alarm downstairs keeps going off sporadically. PerMar gave a bid to upgrade the fire alarm and security system to all of their products. Currently the library uses PerMar for fire only and another company for security. Hollis Helmecci is waiting on a second bid for upgrades from a different company..

Hollis Helmecci updated the board on the telephone system. Currently a few of the phones do not work correctly. Five Star Telecom, Inc. gave a bid for new phones. Hollis is still waiting on a second bid from CenturyLink.

The Director's report was given by Hollis Helmecci. The summer reading program is done. They surpassed their goal of 200 registrants and 175,000 minutes. The budget is on track. The library

is starting to get closer to the normal number of patrons in the library. Hollis Helmecci reported that she will be retiring at the end of the year.

Annette Barna brought up the issue of forming a hiring committee as soon as possible. The board decided to hold a special board meeting on August 23rd, 2021 at 6:00 pm to form the committee.

The next meeting is scheduled for Monday, August 23rd, 2021.

Respectfully submitted by Cindy Pohlman