



Monthly Meeting
Monday, September 19, 2022

In Attendance: Julia Kelso, Valeria Barraza, Jim Zebora, Gemma Ball, Nancy Ostiguy, Charles Trainor, James "Dusty" Caruso, Joe Durlak, Kris Sefton
Absent: None

1. Monthly meeting was called to order at 5:35 pm.
2. No members of the public were present.
3. Removed Old Business from agenda; this topic to be discussed as part of Treasurer's Report
4. James Caruso moved to approve August meeting minutes, Jim Zebora seconded. Motion unanimously approved.
5. Julia presented an update and damage report from the recent roof leak: electricity is good, Tech Niche replaced a port. A safe estimate of 60 gallons of water came into the building during the leak. Reviewed library statistics.
6. Val reviewed Treasurer's Report, nothing unusual. A LEDA payment was submitted. ARPA and Humanities Grant are spent. Val will reach out to Anna to follow up regarding the County Contract. Comcast E-Rate: we are eligible for discount for 5 years but we have to reapply at the end of every year to get that discount. We are working on getting credit balance once discount is resolved. Theresa Francis has agreed to do our IRS 990. Should we pay flat rate or by the hour? Theresa will advise once she reviews our supporting documentation. Goal is to have 990 completed by end of December.
7. Executive Committee did not meet.

Finance Committee did not meet. Will need to meet in October or November.

Development Committee met on September 8. Gemma reviewed Development Committee Minutes. The donor appeal mailers seem to be having a positive effect on donations. Book Sale plans are going well. Val will schedule demo with QGiv to help determine if that is a better way to receive electronic donations.

Nominating Committee did not meet. No candidates.

Community Relations Committee did not meet.

8. Dusty reported on recent Trivia Night. There were 18 players plus donations and he received good feedback from participants. The event ran well but there were some problems being able to hear

the MC. April, May, June, and July minutes will be sent and approved by email.

9. Swag:

Reviewed options for travel coffee mugs and best liked blue item #138132-C

Reviewed options for hats: no plastic back. Single color logo on khaki should be dark blue or dark green. Reviewed coffee mug options and chose the least expensive, #111699. Reviewed pens, decided on least expensive option, #147663, blue with white logo. Should we sell both travel and ceramic coffee mugs? Board decided to begin with selling the ceramic coffee mugs. Will order pens and mugs ASAP and will revisit hat options.

Oktoberfest:

Jim has sold 26 tickets. Gemma will check with the Agora to see if we can set up table to sell tickets, Oct. 1 and Oct. 8 if we have tickets left. Will have 80 brats to sell for \$5. Call for volunteers: Abby and Kris said they will be available to volunteer on Oct. 15. Will need a cash box, will sell tickets for brats along with Oktoberfest tickets at the door.

Proposed Draft Policy Changes:

Compensation and Benefits: added sentence that hourly rate for Library Aide shall adhere to county "Living Wage Ordinance" and statement that non salaried employees receive sick leave. Jim motioned to approve amendment, Abby second, motion approved

Employment Practice: removed line about volunteers. Moved to approve amendment by Jim, seconded by Nancy, motion approved.

Privacy: added line that all staff and board and volunteers need to sign confidentiality acknowledgement. Jim moved to approve amendment, Charles seconded, motion approved.

Grievance: added "...or the president of the board" to last line of second paragraph. Jim moved to approve amendment, Dusty seconded, motion approved.

Whistle Blower: Defined "complainant" and used this language throughout to refer to all positions that may bring a complaint rather than more limited "employee" clarified complaint and investigation process, emphasized non-retaliation clause. Will consider adding line about when to involve police- Dusty will review- tabled until the next meeting.

Expectations of a Board Member: added an expectation that Board Members will support the ALA Bill of Rights, Freedom to Read and Confidentiality of Records statements as expressed in VGPL policies. Abby motion to approve amendment, Dusty seconded, motion passed

10. Look for emails related to how Oktoberfest sales are going. Dusty will miss the next meeting.

11. Next meeting will be October 17, 2022 at 5:30.

12. Nancy moved to adjourn, Dusty Seconded, motion passed. Meeting adjourned at 7:18 PM.