

**LOUIS LATZER MEMORIAL PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES**

The monthly meeting of the Louis Latzer Library Board was called to order by Sharon Rinderer on Tuesday, January 17, 2023 at 5:00 pm.

Roll call showed the following members were present:

Susan Martz
Marshall Rinderer
Sharon Rinderer
Joshua Short
Shaun Voegele
Bill Wagner
Joyce Zerban

Absent: Nancy Genteman and Justin McLaughlin

Louis Latzer and William Piper, Associate Members
Angela Kim, Director

Approval of November Minutes:

Susan Martz noted that the next meeting date on the original minutes was incorrect and she corrected the date from 1/15/23 to 1/17/23. Shaun Voegele motioned to approve the minutes and Josh Short seconded. All voted in favor and the minutes were approved.

Public Forum: None.

Treasurer's Report for November/December 2022: After reviewing the report, Bill Wagner motioned to approve the report and Marshall Rinderer seconded. All voted in favor and the motion carried.

November/December Bills: After reviewing the bills, Short motioned to approve payment and Joyce Zerban seconded. All voted in favor and the motion carried.

Librarian's Report: Angela Kim is finishing up the documentation of the library's Wikipedia information. It should be ready for use soon.

The new generator, funded by a \$25,000.00 ISL COVID Recovery grant, is up and running. It will be able to power the front desk, director's office, and the back processing area.

The library had another fraudulent check for \$4,987.07 written through our tax account at First Mid Bank in Highland. See **New Business** for more information.

Centric Security installed the new IT rack which organized all of our cables and made room for the new generator panel.

The new digital piano is in. Monies from the Shelia Weber account at the HACF paid for the piano. Kim will arrange delivery and purchase a donation plaque for the piano.

Donations from this year's Holiday Campaign totaled \$7,500.00. The Children's Library received \$490.00 through the Book Tree Campaign.

Kim is almost done with the Per Capita Grant which is due January 30. She will request that the funds be used to update the Children's Library Circulation desk and fund the replacement of metal shelving. Current shelving is too large for our needs. The smaller equipment will give us the space required to meet ADA compliance between the shelves.

Book Committee Report: A total of 17 books were donated. Year end totals were 303 books, three puzzles, \$39,140.39 in monetary donations, and \$600.00 worth of books were selected and donated by Girl Scout Troop 810.

Unfinished Business: The Per Capita Grant is almost finished and will be submitted by January 30.

New Business: The 2023 Wage Proposal was presented including a 5% wage increase for cost of living expenses. Short motioned to approve the Wage Proposal with a 5% increase and M. Rinderer seconded. All voted yes and the motion carried.

The 2023 Budget Proposal was presented. Short motioned to approve the Budget Proposal and M. Rinderer seconded. All voted yes and the motion carried.

In regard to the latest fraud incident involving the tax fund account, Wagner and Kim will look into options for closing the current account and opening a new one. Kim will also routinely monitor check activity.

Other Business: Short recommended that the board should discuss a fine free policy at a later date.

Board President, Sharon Rinderer, will oversee the performance review for Angela Kim, Library Director.

Adjournment: Voegele motioned to adjourn and Short seconded. All voted yes and the motion carried.