

THERESA LIBRARY BOARD MEETING

FEBRUARY 8, 2022

Present:

Tracy Hudon, President
Michaela Schied, Vice-President
Pam Brown
Joan Kilcer
Theresa Leeson

Also in attendance:

Kristy Perry, Library Director

Call to Order:

The meeting was called to order at 7:09 p.m by Vice President Michaela Schied.

Regular business:

Motion to approve the January minutes: Joan; Second: Tracy.
Approved: Yes - 4; No - 0; Abstained - 1.

Approval of Expenditures:

The Bills Were Passed As Follows:

#	Claimant:	\$ Amount:
26	Philly Fuels	764.16
45	Village of Theresa	167.67
48	Baker & Taylor	264.36
49	North Country Library System	536.22
50	Kristy Perry	103.30
51	Route 37 Building Supply	6.36
52	Verizon	32.20

Motion to approve the bills: Joan; Second: Theresa.
Approved: Yes - 4; No - 0; Abstained - 1.

Report of Librarian:

1. Town has requested that Kristy resume submitting the time sheet at the end of the month. This had been changed during the shutdown, but is now back to normal.
2. Amy (town bookkeeper) asked how Kristy's sick time is tracked. According to policy book, Kristy gets 35 hours per year, and any unused time rolls over. Kristy notes on the time sheet if she uses any of that time.
3. Due date for annual report has been extended to February 22.

Motion to accept the 2022 Annual Report subject to review at March meeting: Joan; Second: Tracy.

Approved: Yes - 4; No - 0; Abstained - 1.

4. Paulette Roes sent out a whistleblower policy from NCLS. Kristy has not filled in the Theresa information yet, but will before next meeting.
5. Kristy received a letter from Theresa Primary School regarding a literary walk event on Friday, April 1 from 6-7. Kristy will coordinate with the TPS PTO to provide a library table for that event, and ask Emery to sub that evening.
6. NCLS is providing the SmashBalloon app to libraries - this allows you to push simultaneous updates to social media without having to log in to everything separately.
7. Kristy completed workflows training at NCLS, so she can now train subs.
8. Furnace has not been fixed yet.

Correspondence

Letter from Theresa Primary School

Old Business:

1. Museum policy - Tabled
2. Display space policy - Tabled
3. Bid update - have we heard anything? Nothing since we changed the date. Should we contact to check status?

New Business:

1. Report from board member
 - a. Joan Kilcer reported on takeaways from the NCLS webinars regarding Board policies and procedures
 - b. Anything that circulates at the Board meeting needs to be posted online (including bills). If we look at the bills before the meeting, then we only have to have the vendor name and amounts available at the actual meeting.
 - c. Any board member who has more than 3 unapproved absences should be removed from their position.
 - d. Things to have in the policy book - book selection policy (we have); director's job description (we have); how director is evaluated (we don't have). Need to have a form for board members to complete. Mickey can work on that.
 - e. State Education Law determines who can be a board member.
 - f. If petty cash is used, the purpose and amounts need to be recorded and approved by the board.
 - g. Ask NCLS to attend next time to address board membership.
2. Policy book review - look at section 1 and 2 for next time.

Adjournment:

Motion to adjourn: Joan; Second: Mickey.
Approved: Yes - 4; No - 0; Abstained - 1.

Meeting was adjourned at 8:27.

Respectfully submitted,

Michaela Schied
Vice-President
Board of Trustees