

**ADDISON TOWNSHIP PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
TUESDAY, AUGUST 16, 2022**

**Call to Order:** 7:04PM

**Board Members Present:** J. Baldiga - yes, J. Eller - yes, J. Elsarelli - yes, M. Frost - yes, K. King - yes, M. Szost - yes.

**Pledge of Allegiance:** Those in attendance participated in the pledge.

**Approval of Agenda:** M. Szost moved to approve the agenda, 2nd by J. Baldiga, all in favor, motion approved.

**Call to Audience:** Welcome to all attending by J. Baldiga.

**Consent Agenda:** Discussion occurred. June minutes had a missing page in the packet that did not get printed. Director Walker kindly reprinted for the Board. J. Elsarelli moves to accept the consent agenda consisting of the June minutes, June and July expenses. 2nd by J Baldiga. All in favor - Motion accepted.

July 18, 2022 special board meeting minutes - purpose of the meeting was new building construction. J. Elsarelli moved to accept & file special board Tuesday, July 18, 2022. M. Szost 2nd, All in favor. Motion accepted.

July 25, 2022 meeting to cover financial and special meeting minutes. M. Szost moved to accept minutes as amended. 2nd M. Frost, All in favor. Motion approved.

**Financial Report:** J. Eller moves to accept the financial report . 2nd J. Baldiga, Roll call vote - J. Eller - yes, J. Elsarelli - yes, M. Szost - yes, K. King - yes, J. Baldiga-yes, M. Frost - yes. Report is accepted. J. Elsarelli asks why we approve the report after the finances have been spent. This is a comparison process for accountability.

**Director's Report:** Director Walker goes through the Director report and shares that the patrons counted coming through the door are numbers drawn from the library network reports. Door count only goes back 30 days hence missing the day since it was past 30 days. Door count is done manually. L. Henderson recommends taking the door count either weekly or monthly. J. Elsarelli gave a possible tracking formula for the Director to use. J. Baldiga shares that it is an important metric for our tracking.

Director mentions- story time getting crowded, special programs are growing and space constrictions are starting to manifest with the continued growth.

M. Szost notes the decrease in total patrons. Library card campaign discussion took place.

Director Walker notes the interview process is underway for a new clerk who will specialize in a social media presence.

Director is investigating employee policy to be proposed to the compensation and policy committees. She is also working on a quarterly newsletter, operations, and library procedures as well as wages.

Director Walker shared with the compensation committee and board the proposal for wage increase. Discussion took place. J. Baldiga motions to accept the new presented pay scale. 2nd by K. King. Roll call vote , M. Frost - yes, J. Baldiga - yes, J. Eller - yes, J. Elsarelli - abstained, K. King - yes, M. Szost - yes. Motion to accept the wage scale as presented approved.

M. Szost motions to move funds to the compensation category to cover the pay increase from net income to payroll in the amount of \$4025.00. 2nd J. Baldiga. Roll call - -M. Szost - yes, K. King - yes, J. Elsarelli - yes, J. Eller - yes, J. Baldiga - yes, M. Frost - yes. Motion accepted. Director has a wage proposal for all staff and will present her findings and recommendation to the compensation committee.

### **Committee Reports:**

#### **New Building Committee:**

J. Elsarelli shared building committee meeting information of adjusting the budget to meet the building needs. Latest clear hard number for the project is 1.78 million. Design reconsiderations are taking place. A contingency plan is being developed. Current strategy is to consult with the township in regards to options. One consideration is to use some of the construction fund donations to begin with the earth work. The project could potentially be “ pad ready” by the winter. J. Ratliff shares this would be a good time of year to start the project. J. Baldiga asks what the Township's opinion would be with this. J. Elsarelli will prepare the factual numbers for the project proposal to share with the board on the earth work. Deadline for breaking ground this fall, next meeting would be the time frame to have approval to begin earth work. Decisions need to be made by September. Discussions continued with the Board liking the idea of Phase 1 & Phase 2 options. More information to come.

#### **Policy:**

#### **Finance:**

#### **Personnel:**

#### **Capital Committee:**

J. Elsarelli and M. Frost will be meeting with the Supervisor on how the Township may be able to help. Waiting for loan information to come back from Oxford Bank to present in writing to Supervisor Pearson. Discussion to continue.

#### **Communication:**

#### **Old Business:**

- Compensation Committee - compensation presented with Directors report.
- Construction Loan Scenarios - presented with the New Building report.

**New Business:**

- 2023 Budget - Director shared the new budget proposal that included showing the proposed changes in income and expense categories to show actual operational expenses. Follow up with Treasurer Fisher will take place and be presented to the Board for final approval by the end of the year.
- P. Hacht brought up a question of county responsibility for road easement - “culvert” work done at the library's expense. Discussion to take place with Supervisor Pearson for direction. Right of way payments were received from the county during this process.
- Conversation in regards to selling off the lake frontage which was part of the donated land took place.
- Little free library - Consideration of having a volunteer group or Scout project to do repairs. Director to look into organizing.
- Director goals and expectations to be established for reviews for the 2023 year. J. Baldiga will share the current review with Director Walker. The new review will be presented to the Policy Committee.

**Next Meeting:** September 20, 2022

**Adjournment:** 8:57 PM

Respectfully Submitted,  
Jennie L. Golden-Eller  
Recording Secretary

\*Meetings are voice recorded