

The July 12, 2023 meeting of the Library Board of Trustees was called to order at 5:00 p.m. Members present were Mary Young, Tracy Martorana, Lora Allen and Lynda Lowe. Also present was Betsy Halvorsen.

**Minutes:** The minutes of the June 13, 2023 meeting were approved on a motion by Tracy Martorana, seconded by Lynda Lowe, and carried unanimously.

**Treasurer's Report:** Attached. AJE 1 and AJE 2 journal entries, for accrued payroll for the end of the fiscal year were approved on a motion by Tracy Martorana, seconded by Lynda Lowe and carried unanimously. AJE 3 journal entry forwarding money from the disability and retirement lines to the current fiscal year was approved on a motion by Lynda Lowe, seconded by Lora Allen, and carried unanimously. AJE 4 journal entry balancing petty cash was approved on a motion by Lora Allen, seconded by Tracy Martorana, and carried unanimously. The following budget amendments were made: Addition of 136.41 to the Health Insurance line (5002) approved on a motion made by Tracy Martorana, seconded by Lora Allen, and carried unanimously. Addition of 288.29 to the HR Services line (5095) approved on a motion made by Lynda Lowe, seconded by Tracy Martorana, and carried unanimously. Addition of 7,545.25 to the Books line (5200) approved on a motion made by Lora Allen, seconded by Lynda Lowe, and carried unanimously. Addition of 2,868.21 to the Insurance line (5320) approved on a motion made by Tracy Martorana, seconded by Lynda Lowe, and carried unanimously. Addition of 3,767.88 to the Machine Maintenance line (5330) approved on a motion made by Lynda Lowe, seconded by Tracy Martorana, and carried unanimously. Addition of 1,120.00 to the Accounting & Auditing line (7010) approved on a motion made by Lora Allen, seconded by Lynda Lowe, and carried unanimously. Addition of 3,965.30 to the Payroll Prep Fees line (7040) approved on a motion made by Lynda Lowe, seconded by Tracy Martorana, and carried unanimously. Addition of 79.24 to the Postage line (8230) approved on a motion made by Lora Allen, seconded by Tracy Martorana, and carried unanimously.

**Approval of Bills:** Bills for July, totaling \$10,243.70 were approved on a motion by Tracy Martorana, seconded by Lynda Lowe, and carried unanimously.

**Director's Report:** Attached. Included were circulation numbers for July going back to 2014.

**Old Business:**

- **Meeting w/School Board:** Mary Young spoke with School Board President, Jackie Whiting, who said that the school is interested in focusing efforts in creating a direct sidewalk to the back entrance instead of pursuing a parking lot. Betsy Halvorsen will touch base with Superintendent Merritt Holly to discuss tying in the sidewalk project with the planned back entrance renovation, including the idea of making the back entrance larger/functional and moving the door to the front.
- **Emergency Action Plan - Review:** A phone number for the Facilities Director was added to the emergency action plan for emergencies happening afterhours. The location for the staff to meet was changed from the library tree to the book drop. The emergency action plan was approved with the aforementioned changes on a motion made by Tracy Martorana, seconded by Lynda Lowe, and carried unanimously.

**New Business:**

- Board Meeting Dates 2023-2034: The board approved the 2023-2024 meeting dates (second Wednesday of the month at 5:00 pm) on a motion made by Tracy Martorana, seconded by Lora Allen, and carried unanimously.
- Nominations: Tracy Martorana, a member of the nominating committee, made a motion nominating Mary Young as the President and Michael Iten as the Vice President of the board of trustees. This motion was seconded by Lynda Lowe and carried unanimously.

**Other**

The meeting was adjourned at 5:45pm on a motion made by Lynda Lowe and carried unanimously.  
Respectfully submitted.