

**Parke County Public Library Board of Trustees**January 11, 2024 at 4:00pm

**Determination of Quorum  - Elise Mauntel, Sherri Paxton, Roberta Hobbs, Lisa Wrightsman, Samantha Wooard, Kent Hutchins, and Andrew Akers (Director) were present. Guests Tanya Milano-Snell and Rachel Mundell were also present.

Call to Order-** Andrew called the meeting to order.

**Secretary’s Report -** Elise with the motion to accept the minutes; Lisa with the second. 6-0 vote.

**Bookkeeper’s Report-** Sherri- with the motion, Samantha with the second. 6-0 vote.

∙ **Financial Report**Operating Fund- $717,871.59
LIRF- $378,136.70
Rainy Day- $163,832.67
Littick- $16,877.56
Gift- $24,135.36

∙ **Register of Claims 6-0 signed**

**Director’s Report**

**•** Twenty-seven kids came to the lock-in that Chad hosted. Great turn out, kids had the video game challenge, and had a great time.

-Staff has been sparse- two staff members are out, so the rest of the staff have been trying to fill the gaps.

**Old Business**

**•** Vacation/Sick Leave Policy vote- cutting down the building closed dates last month. We updated the policy to 200 hours to reflect some of this as well (combining vacation and sick leave as actual PTO). We can backdate to January 1, 2024.

Things we would like added: We would like to add pending board approval to requested leave as well to the list. We would like to add pro-rating the time based on when the employee starts. These would also start 90 days after starting employment.
We would also like to change the wording of paternity/maternity leave- 12 weeks may be taken off. Employees are allowed to take their 200 hours for this leave, and then they can use Short term disability if they’ve signed up for this option. This is tabled to next month. Andrew will be working on adding/editing these items.

**New Business**

* Interim Treasurer- Andrew Akers- meeting on Monday for assistance. AVC will take over payroll until the treasurer returns. Samantha with the motion, Elise with the second. 6-0 vote
* Board Vacancy- welcomed our guests.
* Hiring new PT staff- Heather Shotts is being recommended for part time help. Andrew said she interviewed really well and was very knowledgeable. She was an educator and has a master’s degree, CPI and first aid training. Matt Bird- 50% remote, 50% in person- focused on the social media campaign. He can also help build the DVD and adult collection. These would both be hourly- the MLS would pay slightly higher. Starting dates- anticipating February 1.  Lisa made the recommendation to hire both employees, Sherri with the second. 6-0 vote.
* Board Officer Election- Elise with the motion, Roberta with the second for secretary to be Sherri Paxton. 6-0 vote. Lisa made the motion that Roberta and Samantha continue with their roles (president and vice president). Elise with the second. 6-0.
* Kent asked the question about purchasing Lifevacs for the building. We agreed that this is beneficial.
* Long range plan discussion- next month!

**Next Meeting –** Thursday, February 8th, 2024 at 4:00pm.

**Adjourn- Elise with the motion, Samantha with the 2nd, 6-0 vote.**

**\*Subject to change prior to meeting.**

106 North Market Street, Rockville, IN 47872 – ph: 765.569.5544 – fax: 765.569.5546 web: www.parkecountypl.lib.in.us – www.facebook.com/ParkeCountyPL