

**Earlham Public Library
Board of Trustees
Regular Meeting
Monday, February 13, 2022 @ 6:00**

Members present: Katie, Mike, Traci, Nikki, Justina

I. **Call to order** - Mike motioned to call the meeting to order at 6:10. Traci seconded the motion.

II. **Approve agenda** - Mike motioned to approve the agenda. Katie seconded the motion.

III. **Approve minutes from the [January Meeting](#)**

Mike motioned to approve the minutes. Traci seconded the motion.

IV. **Library Bills** -

One bill (JLG) was paid early, so the line item is larger than typical. (Justina explained some of the ins and outs of the JLG subscription and how it benefits our library.)

V. **Hoadley Trust report**- Todd shared out the quarterly [report](#). Mike Bobst is still receiving statements from Alliant Energy, that shows we have zero shares. Possibly talk to Sam Braland to determine what we need to do.

VI. **Director's report** - Patron count looks a little high, due to furnace maintenance guys going in and out. Checkouts look higher, more accurate reference data is being collected- leading to a higher percentage. Discussed possible fundraisers being hosted by the Friends of the Library and discussed how the board could support that. Planning has started with summer reading program— Justina will be back in time to get the majority of other planning done after maternity leave. Justina is planning on maternity leave for 4-6 weeks, with Mandy covering most of Justina's leave plus a possible temporary hire. Megan is also possibly available for some extra hours as well. Justina is waiting to hear back from Mary Sue at city hall to iron out some of the details regarding finances. Furnace has been installed, Lillie Plumbing & Heating has been back to do some touch ups. Justina will be submitting the accreditation paperwork tomorrow, and then we will be covered for three years.

VII. **Policy [Reviews](#)** -

First reading of the Inclement Weather/Special Circumstances policy

Katie motioned to add in the Injury While on Duty: Reporting illness or injury immediately to director and city clerk is critical for payment qualification. Mike seconded the motion.

ADA Accessibility checklist completion- looking at section 2 of the checklist, Justina had started this in October of 2022. Board looked at the checklist to confirm the director's findings. Katie motioned to approve the checklist. Traci seconded the motion.

VIII. **Old Business** -

ADA compliance grant- part of this is completing the ADA checklist

Date change for March meeting- 3/13 (second Monday, due to director's maternity leave)

IX. **New business**-

X **Trustee Training:**

updated trustee training schedule- table for March/April

New [handbook](#): Chapter 8- Evaluating Service & Advocating for Advancements

XI. **Adjourn** - Traci motioned to adjourn the meeting. Mike seconded the motion.

Next Regular Meeting: Monday, March 13th, 2022 @ 6:00PM

--Schedule Subject to Change up to 24 Hours Prior to Meeting--

Posted by: _____ on _____ @ _____

Removed by: _____ on _____ @ _____