



MINUTES
BOARD OF TRUSTEES MEETING
February 12, 2025
Carman Community Room

Trustees present: Budmen, Gouger, Heaslip, Hewitt, McLaughlin, Mainville, Wood
Staff: S. Reckhow, Director; A. Borelli, Asst. Director; S. Smith, Business Manager;
C. Reynolds, Clerk to the Board

REGULAR MEETING

- A. CALL TO ORDER: President McLaughlin called the meeting to order at 6:30 p.m.
- B. SALUTE TO THE FLAG
- C. ACCEPT JANUARY MEETING MINUTES
- D. CORRESPONDENCE: Thank you message from Elmcrest Elementary Principal for the second grade field trip.
- E. AGENDA CHANGES: No budget line transfers
- F. REPORTS TO THE BOARD
 1. Financial Report
 - The Board received the Revenue and Budget Status Reports through January. These reports were previously distributed electronically.
 - Bank Statements through November 2024 with balance reconciliations from LCSD were received and reviewed by the library's business office. The bank statements from Chase and Key are received by LCSD District Treasurer with the reconciliations being done by LCSD Account Clerk. The statements were on hand if called upon for Board review.
 - Board members have reviewed each invoice for the period of January 9, 2025, through February 12, 2025.

Budmen made a motion to authorize payment of the audited invoices second by Wood.
Aye: Budmen, Gouger, Heaslip, Hewitt, Mainville, McLaughlin, Wood.
Final Resolution: Motion Carried
 2. President's Report: no report.
 3. Director's Report
 - LCSD second grade library field trips have been very successful. Over 450 students have visited. Many students are returning to the library with Golden Prize tickets and to sign up family members for library cards.
 - LPL's Civics Hub has launched. This initiative aims to bring topics of interest into LPL programming. This quarter's topic is DEI followed by next quarter, sustainability.
 - Book vendor issues have eased with recent shipments clearing some of the backlog.
 - Reckhow invited Board Members to the opening reception for the Voices & Votes exhibition on April 24th.
 - The Early Literacy Vehicle is in production. Reckhow and the Communications Department will be meeting to discuss vehicle graphics.
 - Senator Ryan will be visiting the library on February 28th.
 4. OCPL- none

5. Trustee Advisory Council: none

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

PROMOTION

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
Osmanovic, Edina	Librarian II	\$52,000	1/20/25

RESIGNATION

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
Schell, Samantha	Library Clerk I PT	\$15.80 p/h	1/31/25
Mosher, Katharine	PT Librarian I	\$26.82p/h	3/06/25

TERMINATION

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Rurup, William	Custodial Worker I	2/10/25

Motion to approve the personnel changes as presented by Gouger second by Mainville.
 Aye: Budmen, Gouger, Heaslip, Hewitt, Mainville, McLaughlin, Wood.
 Final Resolution: Motion Carried

2. Surplus List

<u>ID#</u>	<u>Date Acquired</u>	<u>Item Description</u>	<u>Reason for Surplus</u>
23291	12/03/2008	Dell Quad Core Xeon X3323 Processor Poweredge	Old, will not support current operating systems
23292	12/02/2008	Dell Quad Core Intel Xeon L5420 Poweredge	Old, will not support current operating systems
23293	12/11/2008	Dell Quad Core Xeon X3220 Processor Poweredge	Old, will not support current operating systems
23294	12/11/2008	Dell Quad Core Xeon X3220 Processor Poweredge	Old, will not support current operating systems
23417	10/31/2012	Intel Xeon, Perc-S300 iDRAC 4-300GB	Old, will not support current operating systems
23424	06/12/2014	Computer, Dell Optiplex 9020 AIO, 8GB 23"	Old, will not support current operating systems
23449	02/22/2015	Laptop, Dell Latitude E5540	Old, will not support current operating systems
23450	02/16/2015	MacBook Pro laptop	Old, will not support current operating systems
23457	04/30/2015	MacBook Pro laptop 13"	Old, will not support current operating systems
23459	04/30/2015	iMac 27" 4.0GHz i7 Processor 32GB RAM	Old, will not support current operating systems
23465	09/01/2015	Dell Latitude laptop E6540 8GB	Old, will not support current operating systems
23466	09/01/2015	Traffic Counter, We Count People LLC, Tulip st.	Outdated, new traffic counter in place
23474	02/04/2016	Traffic Counter, We Count People LLC, Garage	Outdated, new traffic counter in place
23507	01/27/2017	iMac, 27in 3.2QC/M380	Old, will not support current operating systems

Motion to approve the surplus list as presented by Budmen second by Hewitt.
 Aye: Budmen, Gouger, Heaslip, Hewitt, McLaughlin, Mainville, Wood
 Final Resolution: Motion Carried

3. Adopting New Board Policies for Second Reading and Final Approval.

Motion to approve the policy for second reading and final approval by Budmen seconded by Hewitt.
 Aye: Budmen, Gouger, Heaslip, Hewitt, McLaughlin, Mainville, Wood
 Final Resolution: Motion Carried

4. Borrower Cards Policy for Second Reading and Final Approval.

Motion to table policy for next meeting by Wood seconded by Gouger.
 Aye: Budmen, Gouger, Heaslip, Hewitt, McLaughlin, Wood
 Final Resolution: Policy Tabled

5. 2025-2026 Budget- Second Draft

The Business Manager presented the second draft of the 2025-2026 budget. The Board had some questions about specific budget lines that Ms. Smith answered.

H. OPEN FORUM: none

I. BOARD FORUM:

- Trustee Hewitt spoke about the community meetings she has recently attended.

J. EXECUTIVE SESSION – none

K. ADJOURNMENT: The meeting was adjourned at 7:31 p.m.

Respectfully submitted,

Colette Reynolds

Colette Reynolds, Clerk to the Board