

Otselic Valley Library Board of Trustees

1/17/24

Location: OVCS Library

5:30 pm

Present: Katy Charles, Terri Foor-Pessin, Michele Reakes, Kirsten Spear, Abby Bishop, Melinda Ramsey, Eric Wentworth

1. Michele Reakes calls the meeting to order at 5:34 pm
2. Approval of Minutes
 - a. **Motion by Suki to approve minutes. Second by Terri. Motion carried 5-0.**
3. Financial Report
 - a. Katy has created a document in the Google Drive folder with the expenses for the previous month. This can be reviewed in the meeting folder.
 - i. **Motion by Suki to approve expenses for December. Second by Melinda. Motion carried 5-0**
 - b. Approval of bills, timesheets
 - c. Treasurer's report
 - i. Overview of the library balance sheet. We are currently reconciled for December. Abby and Katy have had challenges with the initial setup of the accounting software, but we're on the right track.
 - ii. **Motion by Melinda to approve treasurer's report. Second by Suki. Motion carried 5-0.**
4. Library Director Report
 - a. Magazines have been ordered - see the quote in the Meeting folder.
 - b. We were very slow over the holiday break with 18 patrons total.
 - c. Katy has purchased a second table for the other 2 patron computers. It has arrived and is set up in the Patron computer area.
 - d. Katy had to purchase payroll Mate for 2024. An email was sent to Board Members
 - e. Abby, Kirsten, and Katy are working through some kinks in Quickbooks- some items were showing up twice due to user error and how the information was set up initially.
 - f. 1-9-24 Called the Evening Sun - no driver delivers to this area.
 - i. Online pricing \$129/yr
 - ii. Print mailed pricing \$390/ yr
 - iii. They do not offer free papers to schools or libraries.
 - g. Katy has created an account with the Social Security Administration in order to submit W2 #'s, W3. Should receive login info in time to hand out W2s in a timely manner. W2s have been created but numbers and W3 must be submitted first to SSA.
5. Old business
 - a. Amazon - We're still working on this. Suki is in contact with Amazon.
 - b. Policy amendment - holiday pay

- i. Katy has started an employee handbook. We will include holiday pay information in this handbook.
 - ii. Do we want to include Christmas Eve and New Year's Eve as paid holidays?
 - 1. No, but hours can be adjusted for these days.
 - iii. **Motion by Melinda to accept amended holiday pay document.**
Second by Eric. Motion carried 5-0.
- 6. New Business
 - a. Trustee training was completed during the remainder of the meeting.
- 7. **Motion by Terri to adjourn. Second by Melinda. Motion carried 5-0.**