

**Parlin-Ingersoll Public Library Board of Trustees**  
**Minutes for November 17, 2021—4:04 p.m.**

**A.) Call to Order**

**Present:** Andrea Barbknecht, Jana Emmons, Chris Leighton, Kevin Meade, Trygve Meade, Rhonda Vogel

**Absent:** Kim Freiley, Cathy Ludlum, Keely Vollmar

**B.) Approval of Previous Minutes:**

**Approved Motion:** Hearing no objections or corrections, the October 26, 2021 minutes were approved by unanimous vote. (Motion: J. Emmons; Second: R. Vogel).

**C.) Public Comments**

There were no public comments.

**D.) Communications**

**Confirmation of Trustee Appointments**

Mayor McDowell and City Council approved the appointments of Andrea Barbknecht and Kevin Meade to the library board of trustees.

**Updates on Removal of Dead/Ailing Shrubs**

Most of the dead or ailing plants have been removed by maintenance staff member, Dan Rock. None thus far have involved any digging below ground. One tree on the east side remains for removal in the next week.

**City Levy Meetings**

Kim Bunner is monitoring the agenda for City of Canton meetings, but has not heard of any City Levy meetings as yet.

**Director's Activities in October 2021**

Director activities in October: Rotary Board Meeting; Rotary Regular Meetings

**E.) Director's Report**

**1.) Consent Agenda for October 2021**

**Approved Motion:** The board voted unanimously to approve the consent agenda for October 2021 (Motion: R. Vogel; Second: C. Leighton).

## 2.) COVID-19 Updates

The Board discussed current COVID-19 issues, but felt no changes to current policy were needed at this time.

## 3.) Personnel Policy

Trygve Meade and Kim Bunner shared with the Board the suggested edits to the current policy. Edits included clarification in wording, part-time earned-time increments allowed, and retention of existing immunization reimbursements.

**Approved Motion:** The board voted unanimously to approve the above edits (Motion: J. Emmons; Second: K. Meade).

## 4.) Christmas Bonuses

In accordance with a long-standing tradition initiated by William P. Ingersoll, Christmas bonuses have always been awarded to each employee who has worked at the library from January through the end of the year. In order to be eligible, the employee needs to have been employed at the library throughout this period.

Each individual payout is based on the normal average hourly schedule maintained by an individual in their current position. We do have 3 new hires not yet eligible since they have not worked the entire year. The amounts below have been included in the amount budgeted for FY21.

<u>Monetary Award</u>	<u>Eligible Criteria</u>	<u>Eligible Employees</u>	<u>Total</u>
<u>Payout</u>			
\$150	40 hours per week	5	\$ 750.00
\$100	20 or more hours per week	2	\$ 200.00
\$ 50	12 or more hours per week	2	\$ 100.00
\$ 25	under 12 hours per week	0	\$ 0.00
		9	\$1,050.00

**Approved Motion:** The board voted unanimously to approve the Christmas Bonuses (Motion: J. Emmons; Second: A. Barbknecht).

## 5.) Meeting Schedule 2022

The Board discussed the proposed meeting schedule for 2022. The August and October meetings were scheduled for the 4<sup>th</sup> Wednesday of the month. Given some scheduling conflicts it was proposed to change those two monthly meetings to the 4<sup>th</sup> Tuesday of the month. Those months the Board would meet on August 23, 2022 and October 25, 2022.

**Approved Motion:** The board voted unanimously to approve the revision of the meeting schedule for 2022. (Motion: T. Meade; Second: R. Vogel).

**6.) Annual List of Items Checked Out and Not Returned**

Kim Bunner reviewed the spreadsheet of items checked out and not returned for Fiscal Year 2021.

**7.) Landscaping Review**

Kim Bunner presented a slideshow of the library landscaping and reviewed possible suggestions from Terry Meade. The Board decided to continue to review this topic again in January or February of 2022.

**Adjournment:** The meeting was adjourned at 5:05 p.m.

Attest: \_\_\_\_\_  
Secretary

Date: \_\_\_\_\_