

**WAYLAND FREE LIBRARY BOARD REGULAR MEETING (in person at Library)  
Thursday, December 7, 2023**

President, Julie Kurtz called meeting to order at 6:08 PM

**Secretary's Roll Call:**

**PRESENT:**

Diane Bergvall  
Elise (Lisa) Clark, Secretary  
Kim Dickinson, Treasurer  
Julie Kurtz, President  
Kevin Kilbourne  
Lynnette McAllister  
Lynn Nielsen  
Nancy Reigelsperger

**ABSENT**

Paula Fox

Present: Elisabeth Cowley, President

Public: NONE

**MOTION TO ACCEPT MINUTES OF** October 12, 2023 By Kevin Kilbourne; Second by Kim Dickinson; All in favor.

**TREASURER'S REPORT**

Kim Dickinson reports checks for signing by authorized signatories will be available in the library instead of picking them up at accountant's office. Director is making sure staff time sheets are being kept accurately. Electric and Gas cost has increased significantly. We still have 30% of budget to use by end of December.

Kevin Kilbourne informed board members he discussed with Paychex and Kim Lattimer as to fees: comparison of cost of payroll services,: Paychex \$40.00/week; Kim Lattimer, CPA \$50.00/week. Discussion by board members followed: ease of local access to Kim Lattimer, not much savings per year if we use Paychex; the need to have other accounting services besides just payroll. Motion by Kevin Kilbourne to continue with Kim Lattimer; second by Lisa Clark. All in favor. Treasurer will contact Kim Lattimer, Accountant, to let her know our decision to continue using her accounting services.

Treasurer informed members she will be traveling a little more for work and we should have an additional authorized member to sign checks.

Motion by Lynnette McAllister that Julie Kurtz be authorized to sign checks for all bank accounts. Present authorized members, Elise (Lisa) Clark and Kim Lattimer will continue to be authorized to sign checks for all the library's bank accounts. Second by Diane Bergvall. All in favor.

Kevin Kilbourne and financial adviser, Arnie Pechler of United Professional Advisors, LLC, will continue to schedule meeting to discuss investment strategy.

Treasurer reports account balances:

Checking Account \$20,820.00

Savings Account \$262,916.00

## **DIRECTOR'S REPORT**

Review of programs and services – Highlights:

Readers Appreciation Event for all ages – went very well and many compliments from the public.

Grant Awards:

\$1,000.00 mini grant for Pollinator Garden and programs – use by next summer

\$1,000.00 grant unrestricted and \$1,000.00 for StoryTime program

Children's Area – rearrangement/organization and include play area;

New is Friday Homeschool Day (all ages) average attendance 20-27; Director will do one program per month with the group

Teen Programs: Dungeons and Dragons

Staff is working together really well; monthly staff meetings held Friday, Nov. 3<sup>rd</sup> and Saturday, Dec. 2<sup>nd</sup>  
Jennifer Schulz has left library employment after 22 years of service – Board members commend her years of service to the library and the job she did very well; Thank you Jennifer!

Fax services in library: patrons receiving faxes creates some problems, examples: from Doctor offices with confidential information; patron has left library before fax is received and then staff have to contact patron. Director recommends patrons be allowed to send faxes only; patrons cannot receive incoming faxes. Board supports Director's decision.

Circulation desk doesn't always have 2 clerks at desk due to shortage of staff. Martha Robinson, former clerk is interested in working as a substitute circulation clerk when needed.

George Henry, the library's cleaner, worked one evening to clean up after bathroom plumbing incident. The bathroom will now be locked and patrons will need to ask for key at the desk. George will be paid his regular wage for the 2 hours he spent cleaning up and he will be paid for an additional 2 hours at his regular wage as a bonus in appreciation for his extra time and work. Board members support Director's request and agree with payment to George. Thank you George!

Director requests a book drop box under the desk and new roller carts to move books to the stacks. Monies are in budget for these.

Library's need for new monitors; Elisabeth got cost from STLS. Total of \$493.02 which is within budgeted amount so members agreed she could order.

Trustees are to review for discussion at next meeting, the 6 proposed policies/forms/templates Director handed out.

**Landscaping** Clean-up in front of library; yard starting to look better.

## **OLD BUSINESS**

Director will contact Bian Hildreth about proposal to get grant for the vacant lot next door.

Plan celebration of Library's 50<sup>th</sup> year in 2024.

**NEXT BOARD MEETING: January 18, 2023 at 6:00 PM**

## **ADJOURN**

Motion to Adjourn Meeting by Kevin Kilbourne; Second by Lynnette McAllister ; All in favor.

Respectfully Submitted,  
Lisa Clark, Secretary