

**Date:** Tue, February 16, 2021 6:00 PM

**Call to Order**

Held virtually via Microsoft Teams.

Meeting called to order at 6:05 PM by M. Dilts, President

Members Attending: K. Babb, M. Dilts, M. Ireland, L. Kier, B. Lee, H. Martyniuk,  
L. Vescovich

Also Attending: H. Smith (Director), C. Barrows (Assistant Director), J. Costello,  
J. Martin

**Welcome and Introduction of Guests**

- Welcome by M. Dilts.

**Approval of Minutes of Previous Monthly Meeting**

- Motion to approve 01/19/2021 Monthly Meeting Minutes MOVED by B. Lee, SECONDED by H. Martyniuk, and PASSED. L. Vescovich to post FINAL to Dropbox and provide to H. Smith for posting to Library Website and placing in Library hard copy files.

**Current Business** (Recurrent Items)

- **Director's Report** (H. Smith)
  - "Garden Spot Village Kids Marathon" event currently scheduled for late afternoon Friday 03/26/2021. Contact H. Smith if willing to assist.
  - "Shoe Fly Race" event is no longer being planned due to difficulties in organizing.
  - On 02/15/2021 there was an incident regarding patron not willing to wear a mask in the Library. Library Patron Conduct Policy November 2020 appears to be sufficient.
  - No other comments or concerns regarding Director's Report submitted by H. Smith February 2021 or with January 2021 Library Statistics.
- **Assistant Director's Report** (C. Barrows)
  - "Share the Love" event ongoing. Getting good response.
  - Winter Reading Challenge is popular. Currently have 246 entries.
  - "Take and Makes" continue to receive much interest. February registration limited to 42 families requiring 432 activity bags. In process of adding a Teen (age 13+) Take and Make.
  - No other comments or concerns regarding Assistant Director's Report submitted by C. Barrows February 2021.

- **Governance Committee report** (J. Costello)
  - Motion to adopt Policy EL-200 (Conflicts of Interest) DRAFT 01/04/2021 and associated Form LF104 (Conflict of Interest Affirmation) Rev 01/04/2021 as presented MOVED by J. Costello, SECONDED by M. Ireland, and PASSED.
  - Motion to adopt Policy EL-008 (Documentation Management and Records Retention) DRAFT 02/02/2021 as presented MOVED by J. Costello, SECONDED by K. Babb, and PASSED.
  - Motion to adopt Policy EL-009 (File Systems Structure) DRAFT 02/02/2021 as presented MOVED by J. Costello, SECONDED by B. Lee, and PASSED.
  - The following proposed By-Law Changes presented and thirty-day advance notice as required for approval at March 2021 Monthly Board Meeting provided.
    - Replace Article III, Section 2 in its entirety with:  
Board Members must (1) be eighteen (18) years of age or older, (2) live and/or have substantial business interest(s) in the service area of the ELANCO Library, (3) have good moral character and (4) have an exceptional interest in the public library programs.  
Definition of Substantial Business Interest(s)  
Substantial business interest(s) is defined as holding a position of leadership and authority in a business within the service area of the ELANCO Library, which may result in significant financial support to the library.
    - Replace Article VI, Section 3 in its entirety with:  
Officers so elected shall serve for the term of one (1) year and shall take office immediately upon the close of the annual meeting.
  - Continuing to review candidates to backfill seat previously held by T. Harmer. Expect to have nomination by March 2021 Monthly Board Meeting for approval.
- **Management Committee report** (M. Dilts)
  - Management Committee met 02/03/2021. Reviewed status of maintenance items.
  - Met with Band 02/03/2021. Band had the following requests:
    - Add freight elevator.
    - Swap second floor closet room (currently assigned to Library) with basement storage area (currently assigned to Band).
    - Move music library in basement.
    - Improve second floor lighting to be able to better read sheet music.
- **Programs & Services Committee report** (B. Lee)
  - Nothing to report.
- **Marketing, Fundraising, & Special Events Committee report** (J. Martin)
  - Decision made to proceed with “Share the Love” event.
  - Continuing to plan “In Person Auction” at Leola Village in October 2021.

- **Treasurer Report** (M Ireland)
  - Motion to re-adopt 2021 Budget as corrected MOVED by M. Ireland, SECONDED by L. Vescovich, and PASSED.
    - The 2021 Budget presented and adopted at 01/19/2021 Board of Trustees Monthly Meeting had a few errors in the calculated sub-totals and totals. Line item “Net Ordinary Income” (2021 Income minus Expenses excluding investment gains and expenses) should be -\$50,351 (Versus -\$49,341). The “2021-01 Finance Report Elanco” shows the corrected 2021 Budget in column labeled “Annual Budget” under “Net Income-Budget: Performance” tab.
  - Motion to accept and file January 2021 Treasurer Report (2021-01 Finance Report Elanco) as presented MOVED by M. Ireland, SECONDED by K. Babb, and PASSED.
  - Applying for COVID Payroll Protection Program (PPP) forgivable loan in amount of \$33,470 from Prosper Bank.

## **New Business**

- **Posting of Monthly Strategic Plan and Meeting Minutes:**
  - Motion to post Strategic Plan and Board of Trustees Monthly Meeting Minutes on the ELANCO Library Website MOVED by H. Martyniuk, SECONDED by L. Vescovich, and PASSED.
- **Operational Plan:**
  - Preparation of Operational Plan based on latest Strategic Plan delayed due to COVID uncertainty.
    - H. Smith to proceed with preparation of portions regarding Library operations.
    - Governance Committee support needed for portions regarding Board operations.
- **10 Year Facility Plan**
  - Management Committee to prepare 10 Year Facility Plan (Library’s need for space and facilities) based on latest Operational Plan.
- **Upcoming Meetings:**
  - Next Board of Trustees Monthly Meeting scheduled 6:00 PM 03/16/2021.
- **Correspondence Needed:**
  - No new correspondence needed.

## **Adjournment**

Motion to adjourn MOVED by M. Ireland, SECONDED by H. Martyniuk, and PASSED.  
 ADJOURNED at 7:30pm.

Minutes by: L. Vescovich