

Date: Tue, November 16, 2021 7:00pm

Call to Order

Held virtually via Microsoft Teams
Meeting called to order at 7:02pm by M. Dilts

Voting Board Members:

- Attending: K. Babb, S. Bednar, S. Burke, M. Dilts (President), M. Ireland (Treasurer),
L. Kier, H. Martyniuk (Vice-President), L. Miller, L. Vescovich (Secretary)
Absent: None

Also Attending: A. D'Agostino (Director), J. Costello, J. Martin

Welcome

- Welcome by M. Dilts.

Approval of Minutes of Previous Monthly Meeting

- Motion to approve 10/19/2021 Monthly Meeting Minutes with corrections MOVED by L. Vescovich, SECONDED by L. Kier, and PASSED. L. Vescovich to post FINAL to Dropbox and provide to Director for posting to Library Website and placing in Library hard copy files.

Current Business (Recurrent Items)

- **Increase Community Awareness of the ELANCO Library and what we offer.**
 - **Introduction of Guests** (M. Dilts)
 - None.
 - **Marketing, Fundraising, & Special Events Committee report** (J. Martin)
 - "Extraordinary Give" scheduled for Friday 11/19/2021.
 - "In Person Auction Gala" postponed to March or April 2022 due to COVID concerns.
 - Grill donation being held by J. Costello.

- **Governance Committee report** (J. Costello)
 - Working on new board member recruitment.
 - Working on additional policies.
- **Ensure the overall sustainability of the library as a community resource.**
 - **Municipality Committee report** (L. Miller)
 - Library Board representatives to municipalities provided updates.
 - Representatives from municipalities in the ELANCO Library Service Area have been or will be invited to the Library Holiday Open House and Meet the Director event scheduled 6:30pm-8:00pm 12/16/2021.
 - **Treasurer Report** (M. Ireland)
 - Motion to accept and file “2021-10 Finance Report” as presented MOVED by M. Ireland, SECONDED by K Babb, and PASSED.
 - 2022 Budget Working Session meeting scheduled for 7:00pm 11/17/2021 at the Library (in-person).
 - Dropbox adjusted to make Library Board bylaws, policies, and forms available to all Board members.
- **Evaluate and adapt the materials, programs and services offered for the benefit of current and potential patrons.**
 - **Programs & Services Committee report** (K. Babb)
 - Nothing new to report.
- **Improve the Customer Experience, ensuring the ELANCO Library is a friendly, welcoming and community centered organization.**
 - **Management Committee report** (M. Dilts)
 - Continuing to address and update maintenance list items.
- **Evaluate the culture of the workplace environment to determine ways to improve our employees’ satisfaction.**
 - **Director’s Report** (A. D’Agostino)
 - Assistant Director search in progress.
 - Plans for 2022 State Aid submitted 11/05/2021.
 - Working to get community involved through outreach events, partnerships, and community engagements.
 - Gradually reintroducing in-person events and programs. In-person weekly Preschool Storytimes and Toddler Thursdays have resumed. Virtual story time events have been discontinued.
 - Temporally suspended some programs pending hiring of Assistant Director.
 - No other comments or concerns regarding Director’s Report submitted by A. D’Agostino November 2021.

New Business

- **Correspondence Needed**
 - None.

- **New Maintenance Items**
 - Review plexiglass panels around Floor 1 Adult Area circulation desk and Basement Children's Area circulation desk to improve visibility. Consider replacing textured plexiglass panels with clear plexiglass panels.
 - Cleanup items in the Director's Office area that have accumulated over the years and should be relocated or disposed.

- **Upcoming Meetings**
 - Next Board of Trustees Monthly Meeting scheduled for 7:00pm 12/21/2021. To be virtual.

- **Executive Session**
 - Motion to adjourn to executive session MOVED by K. Babb, SECONDED by H. Martyniuk, and PASSED.
 - Adjourned to executive session 8:14pm.
 - Returned to monthly meeting 8:19pm.

Adjournment

Motion to adjourn MOVED by H. Martyniuk, SECONDED by S. Bednar, and PASSED.
ADJOURNED at 8:19pm.

Minutes by: L. Vescovich