

TMPL Board Meeting Minutes
January 27th, 2022

Attendees: David Bradley, Kelli Bradley, Pattie Coleman, Angela Demarco, Kari Dukas (via ZOOM), Linda West

Absent: Diane Shannon

Call to Order:

6:34PM by David Bradley

Agenda:

Kelli moved to approve the agenda. Angela seconded the motion and it passed unanimously.

Minutes:

Pattie made a motion to accept the minutes from the November 2021 Board of Trustees meeting. Kelli seconded the motion and it passed unanimously.

Public Comments:

No public comments.

President's Report:

- The format of the meeting agendas has been altered to better adhere to Robert's Rules of Order.
- David discussed a concerning incident with the Chief of Police and was advised that if more incidents occur to contact the police immediately
 - Linda clarified some confusion on the situation. While the library is a public building, the library enforces a rule that patrons must wear masks in the building. If someone refuses to follow rules after being reminded and refuses to leave, they are then considered trespassing and a police officer must be called to escort the person out.

Director's Report:

Copies of full report were provided via email to trustees and hard copies were made available at the meeting.

- Linda hired a new employee to work regular part-time hours. The new hire has received 45+ hours of training but still struggles with basic tasks. Linda has already extended her training period by an extra week, but hasn't seen much improvement. This is an issue for the budget since adding extra training time requires scheduling a trainer at night.

- The probationary period for new hires is 6 months. Kelli asked Linda if she thinks the probationary period should be shortened in the future. Linda said 90 days would probably be more appropriate and Kelli said she would look over the personnel policy and propose some edits.
- Other employees have come to Linda with concerns that they do not feel comfortable in their understanding of some tasks. Numerous opportunities for training have been presented.
- The library has mandatory monthly staff meetings that are able to be attended in-person or via ZOOM. Trustees are welcome to observe.
- Two-factor authentication has been tabled for now.
- The solar bench from the grant we received from Senator Kearney should be arriving in early spring.
- The county will be getting ARPA funds of \$167,669 and it is planned to be used to update the public computers at all the libraries as well as creating a library mobile app.
- The hotspots from the Emergency Connectivity Fund have arrived. We now have 25 new hotspots on top of the original 5. The cost of the original 5 will now be covered by this fund as well which will save the library \$150 a month.
- We have cut our hours slightly due to the staffing issues. We will need to apply for a waiver for hours for 2022.

Treasurer's Report:

- Kelli and Pattie met to go over what Kelli needed to learn.
- Pattie will continue to write out the checks as the assistant treasurer.
- Kelli will take over the technical aspects like using Quicken and running reports.
- Kelli, Pattie, and Angela went to the bank to become the 3 authorized signers on the account.
- Kelli asked if there were any rules that prohibit some of the bills from being automatic. Linda said we have had difficulty setting that up with PECO before but it would be very convenient so she will send the information to Kelli.
- Kelli would like to look into the 501c3 forms

DCLB Meeting:

- Meetings will be hybrid for 2022.
- Kelli and Dave are no longer able to go to the February meeting so Pattie offered to go instead.

Unfinished Business:

- Cove Base: No updates
- Solar Panels/ Roof: No updates
- Basement Furniture: No updates
- Outdoor Furniture: We are waiting for warmer weather to put together the tables and put them outside.

New Business:

- Angela expressed her concern with having the meetings at the library because of the staircase to the basement. She said as long as we have the meetings upstairs she has no problems with meeting at the library.

Action Items:

- Kelli will look into rewording the personnel policy's section on probation periods for new employees.
- Linda will send the information for the library's online PECO account to Kelli.
- Kelli will look over the 501c3 forms.
- Pattie will attend the February DCLB Meeting.

Next Meeting: March 31st @ 6:30PM

Minutes submitted by
Linda West, Director