

Talcott Free Library Board Meeting
August 1, 2016
7 PM

Mission Statement: The Talcott Free Library District provides current materials in a variety of formats, preserves local history, supports educational endeavors, and supplies community information.

Present: Bailor, Butler, Eggers, Kovanda, Raehl, Zimmerman, Gove
Absent: Mohring

The meeting was called to order by President Kovanda.

Public Comment: None

Secretary's Report: Motion by Butler to approve the secretary's reports from June and July, seconded by Bailor. Approved unanimously.

Treasurer's Report: July's report presented by Gove using outline from Stevens' previous reports. a motion to approve the treasurer's report was put forward by Zimmerman, seconded by Butler. The motion was approved unanimously. The need for an interim treasurer was discussed. Gove stated she would be able to enter information into the report, however she would need someone to be the signature. The treasurer has access to bank accounts etc. Also, auditors need a treasurer's name before they can do an audit. Gove uncertain how best to handle as she will be on maternity leave from November 2016 to February 2017. Butler is current vice-president for the library board. It was decided that she will assume the position of president and Kovanda will resign as president and take the position of treasurer.

Librarian's Report: E-rate I-fiber refund received totaling \$8,746.00. Additional reimbursements will be coming. A small amount of replacement and property tax received. No unusual bills. Summer performers for summer reading program have been paid. An insurance payment was made in July which is a large expenditure. Motion to approve and pay bills by Butler, second by Bailor. Approved unanimously.

The summer reading program is now finished and went well. The pizza party for participants is this Thursday. The Millennium server will be updated on Sunday. A new phone system will be installed next week (Monday, August 8th). Gove has given necessary documents to the auditors for their upcoming audit. Gove is thinking that she will appoint interim co-directors while she is on maternity leave. She plans to instruct staff and leave explicit directions on how to complete various tasks before her leave this fall.

Building and Grounds Report: No report

Old Business: FLSA changes - Kovanda prefers to discuss in detail when entire board is present. This will cause a problem for the board as the budget has been set for this year. These changes go into effect December 2016.

New Business:

Resolution 2016-1: Statute that allows us to impose a very minor tax of .02% without going to a referendum. Motion to approve by Bailor, seconded by Eggers. The motion was approved.

The notice for public hearing for the Budget was signed by Kovanda and Eggers. Motion to approve notice by Butler, seconded by Zimmerman. Motion was approved. Gove plans to file with the county on Wednesday, August 3rd.

The board completed it's annual review of the director. Gove stated that her main goal for coming year is trying to move forward on the building renovation as she feels it will benefit staff and patrons significantly and to continue to make improvements to the library overall. She requested blinds be added to her office door and other two windows for privacy which board approved. A motion was made by Zimmerman to authorize a 2% increase in salary for Gove based on her exemplary review and to authorize her to distribute the 2% outlined in the budget to staff as she sees fit. The motion was seconded by Butler and approved unanimously.

At 8:08 PM Kovanda tendered his resignation as board president. Butler accepted position as new president. Bailor moved to elect Kovanda as treasurer, seconded by Zimmerman. Motion approved. A new vice president will be appointed next meeting.

Zimmerman moved to adjourn seconded by Kovanda. The meeting adjourned at 8:11 PM. The next regularly scheduled meeting of the library board will be at 7:00 PM on September 5, 2016.

Respectfully submitted,
Leslie Eggers
Secretary