

Talcott Free Library Board Meeting  
November 7, 2016  
7 PM

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

Present: Baines, Bailor, Butler, Eggers, Kovanda, Mohring, Zimmerman, Maine

Absent: Gove (on maternity leave)

Guests: Bob Quimby and Loraine Martelarro from Quimby and Associates

Auditor's report: Two letters will be coming to the board. One will be letter of deficiency which deals with segregation of duties which will always be an issue for the library. Increases responsibilities of the board. Second letter is regarding if there were any disputes with management (which there were none). Library now has unified ledger which is a positive. New executive director and audit went smoothly. Expenditures and revenues are very consistent year to year. Records were in good shape. Overall a clean report per the auditor.

Public Comment: None

Secretary's Report: Kovanda moved to approve last month's minutes seconded by Zimmerman. Approved.

Oath of Office for new member Sarah Baines performed. Kovanda discussed the filing of paperwork for upcoming open positions. The secretary of the unit of local government is the local election official and is responsible for receiving the nominating petitions.

Maine passed out new library board e-mail directions. This is for the general public to contact the board directly with questions or concerns. Will be checked at least once a week by Mohring.

Treasurer's Report: We already passed ordinance 2016-1 for this fiscal year. Ordinance 2016-2 was discussed. Kovanda moved to approve the ordinance, seconded by Mohring. Motion approved. Annual financial statement for publication was reviewed by Kovanda. We did not exceed our revenue. Kovanda moved to approve seconded by Bailor. Motion passed. Kovanda moved to approve the Truth in Taxation Certificate of Compliance, seconded by Mohring. Approved. Kovanda moved to approve the Certified Estimate of Revenues by Source, seconded by Mohring. Motion passed.

Maine reported that there were no unusual expenditures for the month. Kovanda discussed simplifying the Treasurer's report that is passed out at each meeting. The consensus of the board was that this would be appreciated. Zimmerman moved to accept the treasurer's report seconded by Baines.

Librarian's Report:

The annual chocolate party is Dec 4. Book sale will also be going on that day. No changes in the status of the library overall. Some costs will be gone in January due to use of I-fiber which includes Charter and a portion of the Frontier service. Zimmerman moved to approve the librarian's report and pay the bills, seconded by Mohring. Motion passed.

#### Building and Grounds Report:

Gove had requested updated estimates from the two businesses contacted previously. Only Premier got back to her with updated information. They could only do repair and resealing and would have to wait until Spring. Board feels we are not in a position where lot needs to be repaired right now. This issue will be shelved until Spring.

#### Old Business:

Increase in salary for the director under the Fair Labor Standards Act was discussed. Kovanda reviewed what the act means. The board has to either pay overtime for any time worked over 40 hours, set a policy by Dec. 1st in our by-laws for compensatory time, or raise the director's pay to \$48,000 to be exempt. The director could also be switched to a straight hourly position. With careful planning, scheduling of any overtime can be avoided for the most part. Any overtime for staff could be approved by the president and another member of the board as well and may be part of the new policy. Our limited budget makes this situation important to be monitored. Gove will have to keep track of her hours as well. Kovanda moved that Gove remain as a salaried employee and it is the direction of the board that she work no more than 40 hours per week without prior approval of the president and one other board member. Seconded by Mohring. Motion passed.

#### New Business:

Rockton Township Resolution on GLBRR was discussed. A resolution was passed that they are against the railroad.

Thank you note from Gove regarding the baby gift received by the board.

Zimmerman moved to adjourn, seconded by Bailor. Adjourned at 8:35 PM.

The next meeting of the library board will be December 5, 2016 at 7:00 pm.