

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, February 6, 2023 - 5:15 PM

1. CALL TO ORDER

Ken Machtan called the Library Board to order at 5:15 p.m. the E.D. Locke Public Library, meeting room 103.

Members present: Mona Nelson, Ken Machtan, Peter Sobol, Karin Mandli

Members not present: Staci Fritz, Carrie Nelson, Evan Richards

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. Motion to approve the minutes of the January 2, 2023 meeting.

Motion by Member Karin Mandli, second by Member Peter Sobol, to approve the minutes of the January 2, 2023 meeting. Motion carries 4 - 0 - 0 by acclamation.

b. Motion to approve the January invoices

Motion by Member Peter Sobol, second by Member Mona Nelson, to approve the January invoices Motion carries 4 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. Budget Update

b. Director's Report

c. Monthly Statistical Report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. Library Director Job Description

Motion by Member Peter Sobol, second by Member Mona Nelson, to approve the Library Director Job Description with two changes (adding the *maintaining the facilities maintenance schedule* under the Manages Library Facilities heading and updating the signature lines) Motion carries 4 - 0 - 0 by acclamation.

b. Storage Unit Rental

Motion by Member Karin Mandli, second by Member Mona Nelson, to approve the rental of a 10'x20' Storage Unit. Motion carries 4 - 0 - 0 by acclamation.

c. HVAC engineering proposal

Motion by Member Karin Mandli, second by Member Peter Sobol, to approve the HVAC engineering proposal Motion carries 4 - 0 - 0 by acclamation.

d. Library Logo Refresh

Motion by Member Mona Nelson, second by Member Karin Mandli, to approve Library Logo Refresh Motion carries 4 - 0 - 0 by acclamation.

e. Library Closure March 16 for staff training

Motion by Member Peter Sobol, second by Member Karin Mandli, to approve the Library Closure on March 16 for staff training Motion carries 4 - 0 - 0 by acclamation.

f. ALA Conference 2023

Motion by Member Mona Nelson, second by Member Peter Sobol, to approve Heidi Cox, Library Director attending the ALA Conference 2023 in Chicago, IL Motion carries 4 - 0 - 0 by acclamation.

g. 2022 Annual Report

Motion by Member Karin Mandli, second by Member Peter Sobol, to approve allowing the 2022 Annual Report to be reviewed and signed by Library Board President, Ken Machtan, before being approved by the full board. Motion carries 4 - 0 - 0 by acclamation.

h. Library Table Quote

Motion by Member Karin Mandli, second by Member Mona Nelson, to approve the Library Table Quote from Emmons Business Furniture for \$865.85 Motion carries 4 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Member Peter Sobol, second by Member Karin Mandli, to adjourn at 6:16

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Heidi Cox
Library Director