

Manheim Community Library

Board of Directors Meeting

August 14, 2023

Minutes

Call to Order: 6:02pm Ken Hameloth, Judy White, Barb Horst, Sue Obetz, Ashley Walden, Connie Kelly

Welcome & Introduction of Guests

Approval of Minutes: Motion to Accept – Barb Horst, Second – Judy White. All in favor

Reports:

1. Treasurer Report (Barb): Audit is ready, handed out for September approval

2. Director Report (Connie):

A: 1st Thursday Sept 7th 5-8. Looking to have table in park to do Library Card sign-ups

B: 2 new staff members – Tammy Stauffer, Madelyn Speakman

C: Ester is looking into National Good Neighbor day in September, would like to do something for that.

D: 2 new adult programs starting in November – Knitting Group by Kim, Book Group by Connie

E: Staff would like to participate in the Farm Show parade in October. Will ride, enlist kids to hand out candy

F: Storytime at the Farm Show – will be staffing strategically throughout the day.

G: Requirement by the State to count door traffic. Should we get a door counter (\$200) or do 1 week count 2x per year. Ken will check with Ed.

H: Need Whistleblower policy. New Director to review policy manual, hours, and staff positions to see what changes should be made.

3. Friends of the Library Report (Stacey)

Old Business:

1. Building Update – Shelving – Got preliminary pricing. Will need to finalize closer to build date

2. Board Member Recruitment Packet – Sue will provide what she has put together so far. Will also review the info that Andrea provided in June to see how it fits into our plans.

3. Capital Campaign/Campaign for Support – Campaign is getting started. Think about who might be a good candidate for a contribution over \$10k. Can be spread over multiple years.

New Business:

1. Director search – Interview scheduled for 24th. Strong candidate, hope to hire.
2. Bookkeeping – Barb will do temporarily, but cannot continue forever. Will be looking into other options.

Executive Session – 7:30pm, out at 8pm. Voted to accept the recommendations from Executive. Sue Obetz motion, Judy White second. All in favor

Comments and Announcements

Adjournment 8:15pm

The next meeting is on September 18 at 6:00 pm

Executive Session:

New starting wage for employees will be \$12. With this increase all employees will be below their starting wage. We need to draft new wages and bring existing employees to the new standard.

Page – \$10.50

Circulation Desk Assistant - \$12.00

Specialty - \$13.00

Circulation Desk Manager - \$15.00

<u>Employees</u>	<u>Current</u>	<u>Proposed</u>
Madelyn -	\$12.00	\$12.00
Tammy -	\$12.00	\$12.00
Pooja -	\$10.50	\$12.00
Vicky -	\$10.50	\$12.50
Mary -	\$10.50	\$12.50
Kim -	\$13.00	\$13.00
Esther -	\$12.25	\$13.00
Connie -	\$20.00	\$20.00