



CALL TO ORDER: 6:01 p.m.

Present: Trustees Joe Filapek, Matthew Orr, Melinda Riddick, Suzanne Stegeman

Absent: Ryan Cytryn, Paul LaTour, Sandeep Londhe

Also present were Executive Director Michaela Haberkern, Deputy Director Tom Spicer, Finance Manager Mark Salem, Communications Manager Miriam Meza-Gotto, Administrative Assistant Kim Gautschi

ADDITIONS/CHANGES TO THE AGENDA: None

MINUTES OF THE MARCH 22, 2023 BOARD MEETING:

Matthew Orr moved, seconded by Melinda Riddick, the board approved the minutes of the March 22, 2023 board meeting.

All in Favor

Absent: Ryan Cytryn, Paul LaTour, Sandeep Londhe

Motion carried

BOARD MEETING 3-22-2023 MINUTES APPROVED

MINUTES OF THE MARCH 22, 2023 EXECUTIVE SESSION MEETING:

Matthew Orr moved, seconded by Suzanne Stegeman, the board approved the minutes of the March 22, 2023 executive session meeting.

All in Favor

Absent: Ryan Cytryn, Paul LaTour, Sandeep Londhe

Motion carried

EXECUTIVE SESSION MEETING 3-22-2023 MINUTES APPROVED

Ryan Cytryn arrived at 6:04 p.m.

EXECUTIVE DIRECTOR'S REPORT:

Michaela updated the board on the strategic plan process and reminded the board that it is National Library Week, an opportunity to reflect as an organization on the good work that library staff do in the community.

POLICY AND PERSONNEL COMMITTEE REPORT:

Matthew Orr reported the Policy and Personnel Committee met on April 13, 2023 to discuss the employee handbook and the changes that the board requested at the March 22 meeting. Further discussion was deferred to New Business.

FINANCE COMMITTEE REPORT:

Melinda Riddick reported the Finance Committee met on April 19, 2023 to begin the budget/levy process. The committee discussed the extension; the library received confirmation that it received a 5.8% increase over last year's revenue. The committee also discussed the budget and levy timeline, the preliminary FY24 working budget and levy strategy in FY24.

PUBLIC COMMENTS:

One community member addressed the board and thanked departing trustees for their service.

NEW BUSINESS:

Approval of March/April Bills

Finance Manager Mark Salem updated the board with an overview of the library's current financial position and expenditures, revenue, and investments. Mark confirmed the March 2023 and April 2023 expenses and provided answers to the library board's questions.

Ryan Cytryn moved, seconded by Melinda Riddick to approve the monthly expenditures as listed on the Authorization Sheet for the period March 18, 2023 to April 26, 2023 in the amount of \$1,036,922.34.

Roll call on motion:

Yes: Cytryn, Filapek, Orr, Riddick, Stegeman

No: None

Abstain: None

Absent: LaTour, Londhe

Motion carried

PAYMENT OF BILLS 3-18-23 TO 4-26-23 APPROVED

Equity, Diversity, and Inclusion

Communications and Marketing Manager Miriam Meza-Gotto updated the board on the library's work in equity, diversity and inclusion.

Board Officers and Committees

Board President, Joe Filapek, initiated a conversation about interest in board officer positions and committee appointments. By law, the board must elect officers at the May meeting.

Employee Handbook

The Policy & Personnel Committee reviewed changes the staff proposed to the handbook. A more employee-focused EDI statement was included. The committee recommends that the full board approve this employee handbook.

Matthew Orr moved, seconded by Suzanne Stegeman to approve the revised employee handbook as presented.

Roll call on motion:

Yes: Filapek, Orr, Riddick, Stegeman

No: Cytryn

Abstain: None

Absent: LaTour, Londhe

Motion carried

REVISED EMPLOYEE HANDBOOK APPROVED AS PRESENTED

SELECTION OF VENDOR FOR SECURITY SERVICES

Deputy Director Tom Spicer explained the role of security services in the library and recommended awarding a contract to Social Security Services, Inc. The company highlights de-escalation and harm reduction.

Suzanne Stegeman moved, seconded by Ryan Cytryn to approve the selection of Social Security Services, Inc., as the library's provider of security services as outlined in the RFP.

Roll call on motion:

Yes: Cytryn, Filapek, Orr, Riddick, Stegeman

No: None

Abstain: None

Absent: LaTour, Londhe

Motion carried

SELECTION OF SOCIAL SECURITY SERVICES, INC. APPROVED AS OUTLINED IN RFP

Resolution Honoring Ryan Cytryn

Matthew Orr moved, seconded by Suzanne Stegeman to approve the resolution honoring Ryan Cytryn

All in Favor

Absent: Paul LaTour, Sandeep Londhe

Motion carried

RESOLUTION HONORING RYAN CYTRYN APPROVED

Resolution Honoring Sandeep Londhe

Melinda Riddick moved, seconded by Matthew Orr to approve the resolution honoring Sandeep Londhe

All in Favor

Absent: Paul LaTour, Sandeep Londhe

Motion carried

RESOLUTION HONORING SANDEEP LONDHE APPROVED

ADJOURNMENT

Ryan Cytryn moved, seconded by Melinda Riddick, the board voted unanimously to adjourn at 7:03 p.m.

All in favor

Motion carried

**ADJOURNMENT
CERTIFIED TO BE A TRUE COPY**

Secretary, Board of Trustees