

Odell Public Library Board of Trustees Meeting
Wednesday, April 14, 2021

The April 14, 2021 board meeting opened at 5:30 pm via Zoom. Board members present were Marc Adami, Anne Frame, Deborah Hauptman, Jan Horberg, Anne Mills, Melissa Nyboer, Chris Vanderleest, Becky West, and Jessie Wroble. Director Meridith Layne and staff member Lisa Boles were also in attendance.

General Business: A) Minutes of the March 10, 2021 regular meeting and the March 4, 2021 and March 18, 2021 Library Policy Committee minutes were filed. B) Bills in the amount of \$17,510.05 were approved. Motion by Horberg, second by Hauptman. (roll call vote-Adami yes, Frame yes, Hauptman yes, Horberg yes, Mills yes, Nyboer yes, Vanderleest yes, West yes, Wroble yes) C) The treasurer's report was discussed and filed. D) The director reported several mechanical issues including gas leaks and water leaks. The water softener needs replacement along with a 40-gallon water heater and a smaller water heater that services the program room and staff room. The cost is estimated to be over \$2,000. The Director's report was discussed and filed.

Unfinished Business: A) As required for application for a USDA grant, a public hearing will be conducted concerning the Library/Community Room roof replacement on Monday, April 26, 2021. B) Director Layne is looking to provide services without appointments with a start date of May 1, 2021, but only if COVID positivity rates are on the decline. Curbside services will be continuing. C) After a brief look at the FY22 Budget proposal, Vanderleest moved to go into closed session in order to discuss personnel matters, second by West. (roll call vote-Adami yes, Frame yes, Hauptman yes, Horberg yes, Mills yes, Nyboer yes, Vanderleest yes, West yes, Wroble yes) The board went into closed session at 6:05 pm and returned to open session at 6:15 pm. Upon return, Nyboer moved to accept the budget as amended, second by Wroble. (roll call vote-Adami yes, Frame yes, Hauptman yes, Horberg yes, Mills yes, Nyboer yes, Vanderleest yes, West yes, Wroble yes)

New Business: A) West moved to move \$700 from budget item Operating Expenses/Other to Building, Grounds & Equipment to be used for repairs. (roll call vote-Adami yes, Frame yes, Hauptman yes, Horberg yes, Mills yes, Nyboer yes, Vanderleest yes, West yes, Wroble yes) B) Vanderleest moved to use \$200 from the FY 21 budget item Payroll & Benefits to purchase an annual membership to HR Source, second by Horberg. (roll call vote-Adami yes, Frame yes, Hauptman yes, Horberg yes, Mills yes, Nyboer yes, Vanderleest yes, West yes, Wroble yes) C) Nyboer moved to allow staff members to cash-in unused vacation time from FY 2021 at an estimated cost of \$1,600 to come from unexpended payroll budget, second by West. (roll call vote-Adami yes, Frame yes, Hauptman yes, Horberg yes, Mills yes, Nyboer yes, Vanderleest yes, West yes, Wroble yes) D) Adami, West, and Nyboer each agreed to serve another term as trustees on the Odell Public Library Board. E) The May meeting of the board of trustees is tentatively scheduled to take place in the Community Room, dependent on the COVID positivity rate. F) Nyboer moved to allow the purchase of a WiFi mesh system, with the city, to extend and strengthen the signal to the parking lot and the Community Room at an estimated cost to Odell of \$350. Second by Wroble. (roll call vote-Adami yes, Frame yes, Hauptman yes, Horberg yes, Mills yes, Nyboer yes, Vanderleest yes, West yes, Wroble yes)

Board Ideas/Concerns: none

Public Comment: none

Odell Public Library Friends' Report: none

Closed session-See Unfinished Business C) FY22 Budget Proposal

The next meeting will be Wednesday, May 12, 2021 at 5:30 tentatively scheduled for the Community Room.

The meeting adjourned at 6:40, motion Frame, second by Vanderleest. (Roll call vote-Adami yes, Frame yes, Hauptman yes, Horberg yes, Mills yes, Nyboer yes, Vanderleest yes, West yes, Wroble yes)

Respectfully submitted: Melissa Nyboer, Secretary