April 9, 2024 - Minutes

Attendees: Roberta, Mengfei, Christine, Janine, Marianna, Lori

Tuesday, April 9, 2024

1. Call to Order: 5:45pm
2. Review and Approval of March 12, 2024 Minutes: Approved with edits accepted
3. Ability/requirement to have zoom access to meetings: There is considerable confusion about what we are allowed/not allowed and required/not required to do. Members of the board would appreciate the Library Director assisting us in finding the answers to these questions by providing links to the documentation that was previously cited as well as any updates that may have since come out.
4. Budget: the Library Director is working on and will share the budget with the Board in June
5. Status of Library Book Procurement Procedure: See attached processes
6. Update and Discussion of Developmentally Disabled Persons Attending Children's Programs:
   a. The board would like to see a policy that is inclusive, with a provision for asking the person to leave if they are disruptive
7. Director's Report:
   a. Emergency preparedness policy
   b. Roberta cannot attend May 14. - board members should all check our calendars for May 7 to see if we can move our meeting to this date.
   c. Board education - can the training be shortened to one hour, and might it be scheduled on May 7 if we meet on that day?
   d. Travel while on business: does the library need a different insurance policy? Or is the coverage appropriate? We need to review the policy and if appropriate, a written recommendation from an insurance professional.
   e. Following up on the situation at West Harrison, the board would like Donna to follow up with WLS to see if there is additional training being made available for library staff
8. Review of Employee Handbook, including Policies: Board members are asked to review the handbook and policies, and send the Chair any areas of the handbook that you’d like to review as a group in a meeting.
9. Review of Job Descriptions: the board would like to request all of the staff job descriptions
10. Update on Friends of PFL:
   a. For library week, the Gloria Bronso (books by mail for seniors) kickoff will be the highlight.
   b. Sent request to Sedona taphouse about “dine in for charity” to see if the library can be considered for an upcoming month

Meeting adjourned: 6:14