

Moore Memorial Library
Board of Trustees Meeting Agenda
May 19, 2025 - 5:30pm

- I. Call to order – Meeting was called to order by President Buck at 5:30 p.m.
- II. Roll call/attendance – Attending: T. Brant, N. Bromley, C. Buck, G. Hinman, M. Paino, J. Roth, T. Winn. Excused: G. Breuilly, D. Fowlston, K. Raymond, J. Ruth
- III. Minutes of the March 17, 2025, meeting, as well as the notes from the April 21, 2025, meeting (no quorum) were approved for filing on a motion by N. Bromley, seconded by G. Hinman. Ayes all.
- IV. Executive Session – President Buck paused the regular meeting to enter to executive session at 5:31 p.m. to discuss matters of personnel. H. Harvey was excused from the executive session. Following discussions, President Buck ended the executive session and returned to general session at 5:38 p.m. At that time, H. Harvey rejoined the meeting,
- V. Action items:
 - Financial reports – The March and April financial reports were given by H. Harvey and C. Buck noting there had been some adjustments to the February report. Reports were accepted on a motion by M. Paino, seconded by G. Hinman. Ayes all.
 - 4CLS automation fee & contract – The trustees authorized President Buck to sign the required documents in relation to 4CLS on a motion by M. Paino, second by G. Hinman. Ayes all.
 - Sentry Alarms Funds – H. Harvey explained the limitations and requirements needed. The trustees authorized up to \$6,500 in expenditures for the new recorders, relocating the camera in the children's area, and purchase a rear-view mirror to be installed so the desk employees may see the areas behind them. Motion by G. Hinman, seconded by N, Bromley. Ayes all.
 - Tree Service – Estimates were received for both removal and pruning. It was decided that the tree is healthy and beautiful and should remain with just some

pruning. The board authorized up to \$3,000 be paid to have the tree pruned to protect the library roof. Motion by J. Roth, seconded by M. Paino. Ayes all.

- **Personnel** – The following items relating to personnel were approved on a motion by G. Hinman, second by T. Winn-
 - Accept the resignation of director Hailley Harvey effective May 26, 2025.
 - Accept the resignation of clerk Pam Lipko effective April 7, 2025
 - Accept the resignation of clerk Sherri Simpson effective April 15, 2025
 - Appoint Rosalyn Conner as part-time interim director effective immediately at the hourly rate of \$30.00.
 - Create a part-time position of Account Clerk not to exceed 19.5 hours per week effective immediately. This individual will support the director in matters of finance and office duties.
 - Appoint Claire Nolan as part-time clerk effective May 12, 2025
 - Appoint Scotia Craver as part-time clerk effective May 28, 2025
 - Noted – One other part-time clerk position remains open at this time.

VI. New Business discussion items:

- The Library Director's Report from April and May were reviewed and accepted.
- 990 updates & library financials were discussed. J. Daniels was contacted for assistance. He indicated his firm, Davidson Fox, may be available to help with IRS, Charities Bureau, etc. A quote will be obtained. President Buck has reached out to the IRS regarding the penalty received due to the 990 being submitted late by Chris Neville. This issue is ongoing.
- The redesign of the library brochure is in process and will contain a QR Code to allow patrons quick access to the web page and information.
- The annual report to the community infographic has been completed and posted to the public.
- Old wood and metal debris that has been stored for too long will be taken care of by Wayne Eldred. He indicated there are no scout troops currently on Smithville, but he will get assistance to remove the items once the ground is dry. Thanks to Mr. Eldred for taking care of this for us.

- A reminder to vote in tomorrow's school election was discussed, as the library's tax levy is part of it this year.

VII. Public Comment

- None

VIII. Adjournment – Meeting was adjourned by President Buck at 6:34 p.m.

Respectfully submitted:

Terri Brant

Theresa (Terri) Brant