

Crawford County Public Library Board Minutes

November 28, 2023

Public Input. No public input.

President Angela Crecelius called the meeting to order. Members present: Gene Mattingly, Donna Smith, Zoe Zellner. Board members Kim Smith, Beth Bonham, and David Grow were not present. Library Director Tracy Underhill and Hillary Campbell were also present.

Zoe Zellner made a motion to approve the October minutes. Gene seconded. Motion passed 4-0.

Financial Reports and Claims.

Donna made a motion to approve the Financial Reports and Claims for November. Zoe seconded. Motion passed 4-0.

Old Business.

Credit Card Service. Tracy needs to work on a policy for this with Hillary. This issue is tabled until January.

New Business.

Financial provisions for the remaining year. Donna made a motion to allow Tracy and Hillary to take care of financial matters for December and January. Gene seconded. Motion passed 4-0.

Staff Stipends. Donna made a motion to pay a year-end stipend to staff members, excluding Tracy, at a rate of 60 cents per hour worked. Her motion also included paying Tracy a year-end stipend at the rate of 70 cents an hour worked. Zoe seconded. Motion passed 4-0.

Salary Ordinance for 2024. Gene made a motion to approve the Salary Ordinance, as prepared, for 2024. Zoe seconded. Motion passed 4-0. Salary Ordinance was signed by those members present.

Holiday Closures for 2024. Zoe made a motion to approve the Holiday Closures list for 2024. Gene seconded. Motion passed 4-0.

Levels of Service Policy. Donna made a motion to approve the Levels of Service Policy, as written. Zoe seconded. Motion passed 4-0.

Campbell Financial Services contract. Donna made a motion to approve the 2024 contract with Campbell Financial Services. Gene seconded. Motion passed 4-0.

Budget Reduction. Donna made a motion to reduce the Operating Fund \$20,000 and the Rainy Day Fund by \$3,000. Zoe seconded. Motion passed 4-0.

December 26 closure. Zoe made a motion to close the Library on December 26. Gene seconded. Motion passed 4-0.

Other Items of Business. Tracy told the board that the next Music Jam will be held on January 13.

Donna made a motion to adjourn the meeting. Zoe seconded. Motion passed 4-0.