

## Elkader Public Library Board of Trustees

### Regular Board Meeting – Tuesday, May 10, 2022

1. Call to Order – President Jennifer Wilwert called the meeting to order. Board members present were: John Gnagy, Joe Minor, and Jennifer Garms. Also in attendance was Library Director Lisa Pope.
2. Approval of the Agenda – Gnagy moved to approve the agenda. Garms seconded. Motion carried.
3. Minutes from Last Month’s Meeting – Minor moved to approve the April minutes. Wilwert seconded. Motion carried.
4. Financial Report – Reviewed.
5. Payment of Bills – Garms moved to approve the payment of bills. Gnagy seconded. Motion carried.
6. Director’s Report – Reviewed.
7. Unfinished Business
  - a. Windows in Children’s Room – Waiting on contractor for installation.
  - b. LED Light Transition – Completed.
8. New Business
  - a. Hire Library Employee – Will wait until after the Summer Reading Program
  - b. Review/Revise Personnel Policy – Gnagy moved to accept the proposed personnel policy. Minor seconded. Motion carried.
  - c. Job Descriptions – The job descriptions were separated out from the personnel policy so they may be updated as needed.
  - d. Trustee Office Elections at June Meeting – Positions will take effect July 1, 2022.
  - e. Trustee Training: Politicians Asking to Use the Library – Reviewed.
9. Friends of Library Report – Reviewed April minutes.
10. Public Comments – None.
11. Adjournment – Garms moved to adjourn the meeting at 5:35 PM. Minor seconded. Motion carried. Next meeting is scheduled for June 14, 2022 at 5:00 PM.

Respectfully submitted,  
Jennifer Garms, Secretary/Treasurer