

**Wayne Public Library
Board of Trustees Meeting
4:15 p.m. Nov 10, 2021
MINUTES**

Present: Ginny Cesarz, Nancy Chiasson, Renee' Davis, Larry McConnell, Lois VanStipdonk

Also Present: Phil Wagner, Jody Wolak, Judith Bauer

Excused Absent:

I. Call to Order: Lois called the meeting to order at 4:20 p.m.

II. Approval of Agenda: Added D. under new business; Lighthouse donation box. Ginny made a motion to approve the amended agenda, Renee' seconded. Motion carried.

III. Approval of minutes: Ginny moved, seconded by Nancy to approve the minutes from October 13, 2021. Motion carried.

IV. Public Comments: Phil passed along a Thank-You to the library from Mr. Valdez for putting up the Veteran's display in the lobby.

V. Director's report and Department Updates: Jody reported that we were awarded an ARPA grant through the Library of Michigan for \$43,890, these funds will be used to replace and update our AV equipment. Replacement of our HVAC system has started.

VI. Revenue and Expenditure Report ending October 31, 2021: no changes

VII. Old Business:

A. COVID-19 and library services updates: will be putting more chairs back out in the library.

B. HVAC update: see V

VIII. New Business:

A. Review and approve form to solicit feedback from staff for the director's annual evaluation: Ginny made a motion to approve form. Renee'' seconded, motion carried.

B. Review and consider approval of job descriptions: Discussion on the hiring of a part time maintenance person. Would like the changing of light bulbs taken off the cleaners' job description. Nancy made a motion to approve the job descriptions with the change to the cleaners. Larry seconded, motion carried.

C. Review and consider approval of changes to pay ranges: Larry made a motion to approve changes to pay ranges. Ginny seconded, motion carried.

D. Lighthouse donation box: Renee' made a motion to allow the Lighthouse to put a food donation box in the lobby. Nancy seconded, motion carried.

IX. Other comments or questions from Board members: a reminder that the December meeting will be on Dec 15, 2021.

X. Adjournment: Larry moved, seconded by Nancy to adjourn the meeting at 5:35pm. Motion unanimously carried.

Minutes taken by

Judith Bauer

Secretary