

**Wayne Public Library
Board of Trustees Meeting
4:15 p.m. Dec 14, 2022
MINUTES**

Present: Nancy Chiasson, Larry McConnell, Lois VanStipdonk

Also Present: Jody Wolak, Judith Bauer, Eric Cleereman

Excused Absent: Ginny Cesarz, Renee' Davis

I. Call to Order: Lois called the meeting to order at 4:22 p.m.

II. Approval of Agenda: Nancy made a motion to approve the agenda, Larry seconded. Motion carried.

III. Approval of minutes: Larry made a motion to approve the minutes from Nov 9, 2022.

Nancy seconded, motion carried.

IV. Public Comments: Eric Cleereman; Wayne city council person. Sheila Kessler: patron.

V. Director's report and Department Updates: Jody reported that the Friends tea made \$1342.50. Miranda is reacquainting themselves with circulation procedures and keeping track of who has which responsibilities.

VI. Revenue and Expenditure Report ending November 30, 2022: on track for first 5 months

VII. Old Business: none

VIII. New Business:

A. Approve proposed defined contribution retirement plan for new full-time exempt employees hired after 1/1/2023: Larry made a motion to approve, Nancy seconded. Motion carried.

B. Approve job description and pay scale for Information Services Manager position:

Larry made a motion to approve, Nancy seconded. Motion carried.

C. Approve revised 2022-23 Budget:

i. option A: changing two part-time employees to full-time.

ii. option B: changing two part-time employees to full-time PLUS raises for other employees (5% average) beginning in February instead of July. Larry made a motion to approve option A, Nancy seconded. Motion carried.

D. Approve letter of understanding with the City of Wayne General Employees Group regarding no change to employment terms for existing full-time employees (or authorize director to sign on behalf of the board): Nancy made a motion to authorize director to sign on behalf of the board, Larry seconded. Motion carried.

E. Approve authorizing director to sign employment agreements on behalf of the library: Larry made a motion to approve, Nancy seconded. Motion carried.

IX. Motion to adjourn to closed session to create Library Director's annual evaluation, including reviewing staff feedback and the Director's self-evaluation (closed session at library director Jody Wolak's request): Larry made a motion to adjourn to closed session at 5:20, Nancy seconded. Motion carried.

X. Return to open session at 5:37pm

XI. Voting on any matters to arise from closed session: none

XII. Other comments or questions from board members: none

XIII. Adjournment: Larry moved, seconded by Nancy to adjourn the meeting at 5:38pm. Motion unanimously carried.

Minutes taken by

Judith Bauer and Lois VanStipdonk

Secretary