

Genoa Public Library
Board of Trustee Meeting Minutes
May 24, 2021

- I. CALL TO ORDER – Meeting was called to order at 7:01 pm by Board President Jim Hansen. Trustees present: Steven Veeneman, Donna Bradshaw, Julie Leffelman, and Jennifer Lechelt. Also present: Library Director Jen Barton.
- II. SWEARING IN OF TRUSTEES – Steven swore in Donna Bradshaw, Jennifer Lechelt, and Julie Leffelman as our newly elected/appointed trustees.
- III. NEW OFFICER ELECTIONS – Steven made a motion to approve the ballot of officers as nominated: President (Jim Hansen); Vice President (Donna Bradshaw); Secretary (Jennifer Lechelt); and Treasurer (Steven Veeneman). Second by Donna. Vote: Yes/5, No/0
- IV. APPROVAL OF AGENDA – Steven moved to approve the agenda, second by Donna. Vote: Yes/5, No/0
- V. PUBLIC COMMENT – None
- VI. PRESENTATIONS – None
- VII. APPROVAL OF MINUTES – Steven moved to approve the minutes from April 19, 2021. Second by Donna. Vote: Yes/5, No/0
- VIII. CORRESPONDENCE – None
- IX. TREASURER’S REPORT – Steven moved that we place \$21,970.01 on the record for audit for the month of April. Second by Julie. A roll call vote was taken: Steven-yes, Jim-yes, Julie-yes, Donna-yes, Jennifer-yes
- X. OLD BUSINESS
 - i. Items on the Project List were reviewed and the list will be updated to reflect progress and completion of current items.
- XI. NEW BUSINESS
 - i. Steven made a motion to approve Jennifer Lechelt as the second signer on all of the library’s bank accounts. Second by Donna. A roll call vote was taken: Steven-yes, Jim-yes, Julie-yes, Donna-yes, Jennifer-yes
 - ii. Steven made a motion to approve the notice of non-resident fee schedule for May 2021 through May 2022. Second by Jennifer. A roll call vote was taken: Steven-yes, Julie-yes, Donna-yes, Jennifer-yes, Jim-yes
 - iii. Jen shared a draft version of the working budget for fiscal year 2021. The library is still waiting to be notified about the Per Capita grant. The final version of the working budget will be presented at the June regular board meeting.
 - iv. Steven made a motion to continue to require masks be properly worn by all individuals age 3 and older while in any library building through at least September 6, 2021. Second by Jennifer. Vote: Yes/5, No/0
 - v. Steven made a motion to approve the Phase 3: Expanded Patron Access policy as presented. Second by Donna. Vote: Yes/5, No/0
- XII. STANDING COMMITTEES
 - a. Finance – None
 - b. Technology – None
 - c. Facilities – None
 - d. Policy - None
- XIII. CLOSED SESSION – None
- XIV. DIRECTOR’S REPORT AND MONTHLY STATISTICS – Presented
- XV. ADDITIONAL DISCUSSION
 - i. Jen distributed the Director Evaluation packets to board members.

- ii. The library will be open on June 9, 10, and 12, 2021 since Genoa Days was cancelled.
- XVI. ADJOURNMENT – The meeting was adjourned in due form at 8:19 pm.

Next Meeting: June 21, 2021

***ALL BOARD MEMBERS, STAFF, AND PUBLIC ATTENDEESS WERE REQUIRED TO MAINTAIN PROPER PHYSICAL DISTANCING (AT LEAST 6 FEET APART) WHILE PARTICIPATING IN THE MEETING.**