

Bement Public Library District Board Meeting
May 28, 2024

Board President Mary Postlewait called the meeting to order at 5:30 pm. Director Donna Techau and Board Trustees Jill Lawson, Connie Kinsella, Jerry Watzlawick, Gail Wright, and Kenneth Wright were present. Trustee Bill Gallagher was absent. No one from the public attended.

Mary Postlewait asked for a few clarifications regarding items in the consent agenda and Director Techau provided explanations. With no further questions, Jerry Watzlawick moved to approve the consent agenda. Jill Lawson seconded the motion, and all trustees voted aye.

In old business, Director Techau reported that Tom Kinsella will be installing fencing around the HVAC units on the north side of the building soon. Once the fence is complete, decisions will need to be made regarding options for the best use of the rest of that outside space.

Estimates were received on new furnishings for the library, specifically a new reception desk, mobile shelving, and a patron computer station. Some of these estimates are quite high, and board guidance establishing parameters on how much to spend on these projects is needed before any decisions can be made. Director Techau recommended convening a committee to assist in determining priorities and selecting furnishings. Gail Wright, Mary Postlewait, and Jill Lawson volunteered to sit on this committee. Treasurer Ken Wright provided a summary of the library's current financials and what funds are available for capital improvement. The board recommended that the committee begin considerations with a cap of \$30,000.

The summer programming list of events and activities has been finalized, and the month of June is posted in the lobby.

In new business, Director Techau asked for assistance from the board in helping to design a new welcome packet and new library card design. New cards with current hours on them are needed. Mary Postlewait, Gail Wright, and Jill Lawson volunteered to help.

The library is currently undergoing an audit of active and expired library cards. A lot of active accounts have not been used in a very long time. Once the new cards are available, these active accounts could be deactivated, and if there is a request to reactivate, they can be provided with the new cards.

Director Techau reported that the library is currently 88% complaint with ADA requirements. The website requires a few modifications to be more accessible, such as screen reader compatibility for blind users. There is a company called Streamline that can oversee the website to make sure it is ADA compliant, however, the cost is \$350 a month. Director Techau explained that she is able to do the work herself, and it is not necessary to contract with this company.

The 24-25 Fiscal Year budget needs to be completed by the end of June. Director Techau provided a spreadsheet of future budget projections for board review showing comparisons between a 2% and 5% levy increase.

Director Techau provided a spreadsheet showing proposed staff wage increases and recommended the board provide a 2-step wage increase that will have all employees making more than minimum wage by January 2025.

Trustee Jerry Watzlawick moved to approve the proposed wage increases for employees that will take effect in 2 stages on July 1, 2024 and January 1, 2025. Gail Wright seconded the motion, and all trustees voted aye.

With no new business, at 6:40 pm, Ken Wright made a motion to adjourn the meeting. Jill Lawson seconded the motion, and all trustees voted aye.

The next regular board meeting will be on June 18, 2024 at 5:30 pm at the library.

Connie Kinsella, Board Secretary