

**Lake Odessa Community Library Board Meeting
November 17, 2021**

1. Meeting called to order, with participants in person, by Deardorff at 6:57pm.
Present: Deardorff, Spitzley, Goodemoot, Beglin, Beard, Miller, Dillon,
Director Salgat.

Absent: Pepper
2. Public Comment: none.
3. The agenda is approved with a minor addition to the "Employee Manual."
4. The minutes from the previous board meeting (September 22, 2021) were reviewed. Motion by Goodemoot, supported by Miller, to approve the meeting minutes as written. Ayes all. Carried.
5. The treasurer's report was reviewed. Motion by Miller, supported by Beard, to approve the report and pay the monthly bills. Ayes all. Carried.
6. Librarian's Report: LES classroom visits continued through October and November. 14 new patron cards have also been issued. Building maintenance issues have been taken care of, as needed.
7. Old Business:
 - No "old" business to report.
8. New Business:
 - Policy Review: Investment
 - Motion by Spitzley, supported by Goodemoot, to accept edits to the *Investment Policy* as presented. Ayes all. Carried.
 - Policy Review: Rules of Behavior
 - Policy was reviewed without changes.
 - Policy Review: Infested Materials
 - Policy was reviewed without changes.
 - Employee Manual
 - Motion by Goodemoot, supported by Beglin, to amend the "Employee Manual" by adding the "Gift of Time: Vacation Donation for Personal Emergency." Ayes all. Carried.
 - Review Library and Board Calendars
 - Calendars reviewed and approved.
 - Appoint Members of Salary Committee
 - Goodemoot, Beglin and Deardorff will serve as the appointed members of the Salary Committee.
 - Staff Gifts
 - Motion by Miller, supported by Beglin, to approve the suggested *Staff Christmas Gifts* as presented. Ayes all. Carried.
9. Friend's report:
 - The Friends will soon be decorating the library for the Christmas season.
 - They are considering the Festival of Tables for the springtime.
10. Motion by Deardorff, supported by Miller, to adjourn the meeting at 7:43pm. Ayes all. Carried.

Respectfully submitted,

Emily Spitzley - Secretary