

**Lake Odessa Community Library Board Meeting
November 16, 2022**

1. Meeting called to order by Deardorff at 7:00pm.
 - a. Present: Dillon, Beard, Deardorff, Beglin, Spitzley, Goodmoot, Miller, Director Salgat.
 - b. Absent: Pepper
2. Public Comment: none.
3. Motion by Beglin, supported by Miller, to approve the agenda as written. Ayes all. Carried.
4. The minutes from the previous board meeting (October 26, 2022) were reviewed. Motion by Goodmoot, supported by Dillon, to approve the meeting minutes as written. Ayes all. Carried.
5. The treasurer's report was reviewed. Director Salgat moved money from PFCU Money Market into a 6-month CD in the amount of \$75,000.00 as planned. Some amendments to the budget will be needed by the end of the fiscal year. Motion by Spitzley, supported by Beard, to approve the report and pay the monthly bills. Ayes all. Carried.
6. Librarian's Report:
 - a. The staff is inviting the Library Board to a Christmas party in December. The State Aid has been completed as of 10/19/22. The Preschool story time had many fun experiences including a trip to the Lake Odessa Fire barn. The staff is working with the Friends on upcoming Christmas 'Round the Town festivities.
7. Old Business:
 - a. Employee Manual
 - i. Motion by Beard, supported by Goodmoot, to approve the *Employee Manual* as presented by the director, with the noted changes.
8. New Business:
 - a. Policy Review: Rules of Behavior
 - i. Motion by Miller, supported by Beard, to approve the policy changes as presented. Ayes all. Carried.
 - b. Policy Review: Infested Materials
 - i. Policy reviewed without changes.
 - c. Review Library and Board Meeting Calendars
 - i. Reviewed the dates as presented.
 - d. Appoint members of *Salary Committee*
 - i. Goodmoot, Beglin, Deardorff will remain appointed to the committee.
 - e. Staff Gifts
 - i. Motion by Goodmoot, supported by Miller, to approve the staff gift amounts as presented. Ayes all. Carried.
9. Friend's report:
 - a. The Newsletter is being sent out this week. On Monday, the Friends are decorating for Christmas. They have extended paying for faxes, copies, prints through 2023. The Friends are replacing the drinking fountain and adding a bottle refill station.
10. Motion by Beglin, supported by Miller, to adjourn the meeting at 7:55pm. Ayes all. Carried.

Respectfully submitted,

Emily Spitzley - Secretary