

## Lake Odessa Community Library Board Meeting

August 27, 2025

### UNAPPROVED

1. Meeting called to order by Pepper at 6:02PM.
  - a. Present: Beard, Deardorff, Dillon, Goodemoot, Miller, Pepper, Beglin
  - b. Absent: Spitzley
2. Public Comment: none.
3. Motion by Miller, supported by Beard, to approve the agenda as written. Ayes all. Carried.
4. FY 24 25 Financial Statement Review
  - a. Doug came to review the financial statement with the group.
  - b. Motion by Beard, supported by Miller, to accept and approve the financial statement as presented. Ayes all. Carried.
5. The minutes from the previous board meeting (May 21, 2025) were reviewed. Motion by Deardorff, supported by Dillon, to approve the meeting minutes as written. Ayes all. Carried.
6. Treasurer's Reports, including May, June, and July, were reviewed. Motion by Beard, supported by Deardorff, to approve the reports and pay the monthly bills. Ayes all. Carried.
7. Director's Report:
  - a. Building upgrades were discussed including possible solutions to make the Quiet Room quieter. Acoustical tiles can be added to the ceiling, which would involve adding a grid system and bringing down lights. Wooden acoustical slats can be added to one or two walls to absorb sound. It was decided to install acoustical slats to one wall first to determine the difference before bringing down the ceiling.
  - b. Building repairs were discussed including an outdoor water spigot to cap and hiring interior painting and minor wall repairs to be completed by the end of the year. Hillis Brothers painting is offering a 25% discount if the painting is done in the week of Christmas.
  - c. Bookshelves are repaired, windows are professionally washed, and carpet is cleaned.
  - d. Summer programming was busy, Gather 2 Grow lunches were consistently served, circulation was up, new patron accounts were record-breaking, and digital circulation was higher than previous months.
8. Old Business:
9. New Business:
  - a. Employee Manual
    - i. Motion by Goodemoot, supported by Beglin, to ammend the Employee Manual to add Earned Sick Time policy to comply with ESTA laws, and to revise PTO and Personal Conduct policies as discussed. Ayes all. Carried.
  - b. Policy Review: Library Programs Policy
    - i. Reviewed without change.
  - c. Policy Review: Gift/Donations Policy
    - i. Reviewed without change.
  - d. Policy Review: Material Selection Policy
    - i. Reviewed without change.
  - e. Policy Review: FOIA Policy
    - i. Reviewed without change.
10. The Friends have the summer off, but a newsletter will be coming out in September.
11. The September 24, 2025 meeting is canceled.
12. Motion by Beglin, supported by Beard, to adjourn the meeting at 7:35PM. Ayes all. Carried.

Respectfully submitted,

*Jennifer L Salgat*

Director  
Lake Odessa Community Library