Date: April 12, 2018
**Call to Order by Joey at 6:17 PM.**

Present: Russ Harris, Tyler Kindron, Lisa Burley, Joey Nicosia, Melissa Correia, Andrea Jacoby, Chris Mizro

Absent: Deb Barry

**Public Comment:** Dorothy DeMay wanted to let the board know that she is happy with the changes to the library, particularly the separation of the large print section.

**Secretary’s Report:** Review of minutes. Motion to approve made by Russ, 2nd by Andrea, passed unanimously.

**Treasurer’s Report:** Review of abstract. Motion to approve abstracts made by Russ, 2nd by Tyler, passed unanimously.

**Director’s Report:** Review of programs and services. Melissa contacted PLS regarding adding the credit card payment to the list of bills that we can pay without board approval to avoid a late fee. PLS stated it is best practice not to, but any bill that can incur a significant penalty for being late can be added to the pre-approved list. Since the date of the board meeting changes every month, and some months it wouldn’t be an issue to wait until the meeting to pay it, Russ made a motion to add the credit card payment to the pre-approved list under the condition that if the bill is being paid without board approval the statement showing the balance must be emailed to the board 24 hours prior to being paid. 2nd made by Lisa. Vote was passed with 5 voting yes, 0 voting no, 1 abstention.

Melissa received an email from Ed Gnau at the school district office. Wal-Mart is challenging its tax assessment. If they win the challenge, we would have to refund a portion of our funds back to the school district, and the new assessment would also affect the 2018-2019 library tax as well. Ed will keep us up to date as this unfolds. Russ made the suggestion that we set aside a reserve to cover paying funds back should we need to. Melissa and Alina will work out a way to set the funds aside.

**Committee Report:** EXECUTIVE SESSION 7:04-7:14 motion made by Chris to approve recommendation of salary increase discussed in executive session, 2nd made by Lisa, passed unanimously.

**Old Business:**

\*Budget Hearing & Vote: Will take place Thursday May 3, 2018 from 6-6:30 before the regular board meeting. Voting will take place with the regular school district vote.

\*2017 Annual Report-is completed and has been submitted to the state.

**New Business**:

\*Motion to hire Cynthia Henry as part time library clerk at $10.40 per hour made by Chris, Lisa 2nd, passed unanimously

\*Clock Museum Lease-payments are up to date and accurate per the lease

\*Timothy Johnson Cultural Fund-Tim wants to have another event, the board would like to transfer the funds back to Tim so as not to co-mingle with the rest of the library’s funds.

\*Colonial Supplemental Insurance-A rep reached out to Melissa about offering supplemental insurance to the full time staff. This would be at no cost to the library, strictly an out of pocket expense if the employee wants it. Melissa will check with PLS to see if they have a company they already work with before offering Colonial to the employees.

Motion to adjourn is made by Andrea, Tyler 2nd, passed unanimously.

Meeting adjourned at 7:24. **Next meeting May 3, 2018 at 6:30 PM immediately following the budget hearing.**