

North Pike District Library Board of Trustees Meeting  
Monday, December 11<sup>th</sup>, 2023 at 6:00p.m.

MINUTES:

1. **Call to Order** – 6:03pm
2. **Roll Call** – Michele Olson, Jessica Strang, Chance Vose, Denise Conkrite. Absent – John Phillips, Melissa Kelly, MaKayla Wiese. Also present – Kimber Martin, Library Director
3. **Approval of minutes** – Chance moved to approve November minutes as submitted, Jessica seconded to approve minutes, motion passed.
4. **Public Comments** – none
5. **Bookkeeper/Treasurer Report** – see financial documents in file. Michele moved to approve the budget report as submitted, Chance seconded. Motion passed unanimously via roll call. (Jessica – y, Chance – y, Denise – y, Michele – y)
6. **Librarian Report** – see Director’s Report in file. Kimber said that since she submitted the report, RSA sent a message that Libby (one of our e-book providers) has raised the price.
7. **Committee Reports**
  - a. **Personnel Committee** – closed session later in the agenda.
  - b. **Finance Committee** – none
  - c. **Building Committee** – Denise talked to Kent, and he doesn’t anticipate any problem with us getting the lot next door, but he doesn’t know exactly how many lots there are, and we wouldn’t get the whole thing.
8. **Continuing Projects**
  - a. **Library Visits** – see Director’s report
    - i. **Next up** – Macomb
  - b. **Outreach – Bulk Mailing** – see Director’s report
  - c. **Decennial Committee**
    - i. Meeting: March 18, 2024
9. **Unfinished Business**
  - a. **PLFAW** – Personnel committee met and agreed on the policy. There were a couple of parts that had to be decided on in the general meeting, and they were agreed on. Denise told Kimber to submit it to our lawyer.
10. **New Business**
  - a. **2024 Meeting Dates** – Michele moved to approve Ordinance No. 23-4 (which decided 2024 meeting dates), Chance seconded, motion approved.
  - b. **Per Capita Review** – See Director’s report
  - c. **Per Capita 2023 Funds Use – Lighting Work** – See Director’s report
11. **Closed Session**
  - a. **Staff Annual Evaluations** – Michele moved to enter closed session at 6:57p. Jessica seconded. Chance moved to come out of closed session at 7:23p, Jessica seconded. Chance moved to accept Kimber’s evaluation as submitted by the Personnel committee, Jessica seconded. Motion carried
12. **New Business Continued**
  - a. **Staff Wage Increases** – Jessica moved to increase Kimber’s salary to \$22.66 an hour, Chance seconded. Motion passed unanimously via roll call. (Jessica – y, Chance – y, Denise – y, Michele – y). Jessica moved to increase Hayley’s salary to 15.00 an hour, Chance seconded. Motion passed unanimously via roll call. (Jessica – y, Chance – y, Denise – y, Michele – y). Michele moved to start increases at the next pay period, Jessica seconded, motion carried.
  - b. **Holiday Bonuses** – Chance moved to increase the holiday bonuses a total of \$50 to a net total of \$575 for Kimber, \$375 for Hayley and a \$50 gift for Tessa, our cleaner.

Jessica seconded. Motion passed unanimously via roll call (Jessica – y, Chance – y, Denise – y, Michele – y).

**13. Trustee Comments** – none

**14. Adjournment** – Chance moved to adjourn at 7:35p, Jessica seconded.

Next Regular Meeting: January 8<sup>th</sup>, 2024 at 6:00p.m.

Michele Olson, NPDL Board Secretary, submitted these minutes.