

Brighton Memorial Library District Board of Trustees
Minutes from August 12, 2021

Roll Call & Pledge: The monthly meeting was called to order at 6:35 p.m. by President Carolyn Kelly at the Brighton Memorial Library District. Board members present were, Meridel Buscher, Chris Dunlap, Jacinda Dunlap, Elizabeth Harper. Library Director Holly Hasquin was also present. Linda Cox and Sheila Wilkie were absent.

Recognition of Visitors: None

Approval of Minutes:

- A motion to approve July 8, 2021, board minutes was made by Elizabeth Harper and seconded by Meridel Buscher. Roll Call: Buscher: yes; Cox: absent; C. Dunlap: yes, J. Dunlap: yes; Harper: yes Kelly: yes; Wilkie: absent
- A motion to approve July 19, 2021, special meeting minutes was made by Chris Dunlap and seconded by Elizabeth Harper. Roll Call: Buscher: yes; Cox: absent; C. Dunlap: yes, J. Dunlap: yes; Harper: yes Kelly: yes; Wilkie: absent.

Treasurers Report:

- CNB account money has been moved. \$62,134.03 into Royal Bank Account, remainder of Special Reserve. Closed one account with CNB.
- Income was \$674.48 including donations for the month.
- A motion to approve the financial report for July 2021 was made by Meridel Buscher and seconded by Chris Dunlap. Roll Call: Buscher: yes; Cox: absent; C. Dunlap: yes, J. Dunlap: yes; Harper: yes Kelly: yes; Wilkie: absent.
- A motion to approve the monthly expense report for July 2021 in the amount \$7773.39 was made by Elizabeth Harper and seconded by Chris Dunlap. Roll Call: Buscher: yes; Cox: absent; C. Dunlap: yes, J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: absent.

Librarians Report:

- The Summer Reading 8-week program has ended. Extended 2 weeks for a 10-week program per users and participants request. Summer Reading program had 161 participants this past month. Average attendance was 35 children per week. 2,251 books read and tracked during Summer Reading Community Challenge. Summer Library program had 14 adult participants and 56 entries into the gift card drawing.
- Programming at Robings Manor is on a weekly basis. Delivery basis currently.
- \$19 Book Sales this month.
- 4 new and 3 renewal memberships.
- September is library card signup month.
- Should we bring back fines for late fees. 10 cents per day.
- Should we go back to mandating masks in the library? Leave it up to the Director to follow any State mandates.
- Real estate agreement was dropped off to the Title company today by Holly Hasquin today.
- Holly Hasquin completed interlibrary loan annual report. 6,770 books received from other libraries. Loaned out 4,011 of our own books. Through LCCC, 191 books.
- Grant money was spent. 393 new items were purchased for the library with the money. Final reimbursement soon.
- IPLAR due Sept 1. Holly will complete.

- Holly Hasquin is working on two grants – more PPE funds, and another Transforming Libraries – grant for vinyl furniture.
- Submitted notice of public hearing for Budget, next month.
- A motion to approve the Librarians report was made by Chris Dunlap and seconded by Jacinda Dunlap. Roll Call: Buscher: yes; Cox: absent; C. Dunlap: yes, J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: absent.

Planning Committee Report:

- Elizabeth Harper and Linda Cox made an appointment with Bob Watson to talk about the basement since the photos were found on the computer. An appointment was made but cancelled per Bob via telephone and he asked to speak at that moment. Linda discussed with Bob concerning the basement and the questions and concerns that the board has. He will not allow the board into the basement.
- Board decided to search for a Real Estate lawyer to consult with.
- Flooring: A rep from Bucks came out and measured and reviewed library. We would need to move the shelves and all furniture; they could assist for a fee. Total for all flooring (carpet and vinyl) is \$9561.73. Bucks will remove and haul away the existing carpet.

Old Business: 108 Ransom – Inspection of property went well. Few small issues. Nothing major and no major damage of property. Current condition is good.

New Business: Tentative FY 21-22 Budget

A motion was made to go into closed session by Elizabeth Harper and seconded by Chris Dunlap at 7:56 p.m. Buscher: yes; Cox: absent; C. Dunlap: yes, J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: absent

- A motion was made to end closed session by Meridel Buscher and seconded by Chris Dunlap at 8:07 p.m. Roll Call: Buscher: yes; Cox: absent; C. Dunlap: yes, J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: absent.
- A motion was made by Chris Dunlap and seconded by Elizabeth Harper to increase the wages of Director, Holly Hasquin a 6% increase starting next period, which make her hourly wage \$18.02. Roll Call: Buscher: yes; Cox: absent; C. Dunlap: yes, J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: absent.
- A motion was made to increase Becky Woods' wages to \$12 per hour beginning the next pay period by Jacinda Dunlap and seconded by Chris Dunlap. Roll Call: Buscher: yes; Cox: absent; C. Dunlap: yes, J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: absent.
- A motion was made to adopt the budget with the adjustment of wages by Elizabeth Harper and seconded by Meridel Buscher. Roll Call: Buscher: yes; Cox: absent; C. Dunlap: yes, J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: absent.

Date/Time of next meeting: September 9, 2021 at 6:15 p.m.

Adjournment: Motion made by Meridel Buscher to adjourn at 8:12 p.m.

Respectfully submitted by: Jacinda Dunlap, Secretary