

**MINUTES OF THE MAY 2022 HPLD BOARD MEETING**  
**Presented June 14, 2022**

The Heyworth Public Library Board of Trustees met May 10, 2022 at the library. Attending the meeting were director, Lori Urban and board members Dennis Lawyer (president), Tami Koch (vice president), Kathy Clesson, Amy Roehrig and Lisa Shaffer. Absent were Kira Stevens and Michael Lamb

**CORRESPONDENCE | PUBLIC COMMENTS**

**None**

**SECRETARY'S REPORT**

K. Stevens provided a report of the minutes of the April 12<sup>th</sup>, 2022 meeting which were approved and filed for audit.

**TREASURER'S REPORT**

~~M.Lamb~~ <sup>D.Lawyer</sup> provided the treasurer's report for April 2022. There were no notable or out-of-ordinary expenses. T.Koch moved to accept expenses, account balances as presented and D.Lawyer seconded and the motion passed unanimously. There were also no notable or out-of-ordinary fund transfers. A.Roehrig moved to approve all fund transfers as presented. L.Shaffer seconded and the motion passed unanimously.

**PRESIDENT'S REPORT**

D.Lawyer, M.Lamb and L.Urban met to discuss the budget and staff raises.

**TRUSTEE REPORTS**

L. Shaffer reported that the Little Free Library is being really well used this year already. Books with missing covers and loose pages have been left in the library. These were removed and discarded.

**COMMITTEE REPORTS**

A.Roehrig and L.Shaffer met and completed the director's annual evaluation. This was sent to L. Urban for her review. This was signed by L.Urban and the committee members and filed in the director's file.

**LIBRARIAN'S REPORT**

Refer to the attached librarian's report. In addition to the written librarian's report, L.Urban noted that the RSA is once again going to allow libraries to train employees to catalog books. This is due to the backlog of books waiting to be cataloged and sent back

to libraries. Jacque has completed one part and will finish the training when available. This will be a big help as Lori is currently the only one that can do this.

Reviewed Chapter 7 (Collection Development) and chapter 8 (System Member Responsibilities and Resource Sharing) of Serving our Public 4.0. L.Urban listed some things she is looking into to be more proactive information providers such as newspapers and ancestry.com. A goal for the future is to digitize local materials for resource sharing.

### **OLD BUSINESS | ACTION ITEMS**

The board continued the discussion of the director's compilation and revision of the proposed employee handbook. Work on the employee handbook will continue.

The tentative FY 22/23 budget was discussed and will be voted on at the next meeting so that L.Urban can get it posted before the August hearing..

Recommendations of 7% increase for all staff due to state minimum wage mandate was discussed. Motion was made by A.Roehrig to approve 7% raises for all library employees. K.Clesson seconded and the motion passed unanimously.

The board approved the Reciprocal User Fee of \$109 for non-residents for the 2022-2023 fiscal year. T. Koch made a motion to approve the fee and D. Lawyer seconded and the motion passed unanimously.

The board approved the library's identity protection policy, which had no changes from the last review in 2015. A. Roehrig made a motion to approve the policy and K. Clesson seconded and the motion passed unanimously.

### **NEW BUSINESS | ACTION ITEMS**

The board will review the library's Banking Ordinance and the Investment of Public Funds Policy for updating and action at the next regular meeting.

### **MEETING ADJOURNED 7:40 PM**

The next meeting will be held June 14, 2022

*Approved w/ amendment  
6/14/22  
AER*

Lisa Shaffer  
Trustee/Acting Secretary  
Heyworth Public Library District