**Anna Porter Public Library**

**Board of Trustee Meeting Minutes**

**May 11, 2021**

**Call to order 6:05 pm**

Present: Bill Mellor, Buie Hancock, Sharon Mellor, Deb Veranth, Karen Bentz, Lauren Mellor, Laurel Rematore, Edna Lopez, Ken Simonis, Director Kelsey Jones and Regional Director Matthew Jordan

***Motion to accept previous minutes by Laurel Rematore 2nd by Buie Hancock Accepted***

**Treasurer's Report:**

All accounts are balanced

Note: comparable differences on reports due to timing of city’s payments which came earlier in 2020 Income is down slightly because APPL was not able to fundraise for the summer reading program

***Motion to accept Treasurer’s report by Sharon Mellor 2nd by Lauren Mellor Accepted***

**Director's Report:**

Director will continue to follow the CDC guidelines regarding COVID 19

Presented budget to the board and city (see provided materials)

to authorize budget submittal to city by Laurel Rematore 2nd by Bill Mellor Accepted

-Director discussed using biblionics with Deb Veranth to get inventory completed The APPL staff will start inventory mid May 2021

-APPL now has 2 Notary Public’s One will be on staff during all operating hours

-Director request to extend hours to 8pm on Wednesdays

***Motion to extend operating hours on Wednesday’s from 10:00 a.m. to 8:00 p.m. on a trial basis for 6 months. Will evaluate again at November 2021 meeting by Deb Veranth 2nd by Edna Lopez Accepted***

**Regional Director's Report:**

Matthew Jordan discussions

 ▪ Updated Green Sheet

▪ Handed out certificates for continuing education to the APPL staff and Trustee Certification certificate to Laurel Rematore

 ▪ had Chair sign the maintenance of effort annual agreement

 ▪ Featured APPL website in regional report

**Old Business:**

-Bylaws presentation by Ken Simonis

 ▪ discussion regarding changing terms of Officers from 1 year to 2 years for continuity decided to keep terms as is

***Motion to accept bylaws policy with edit to Article 5 Section 1 by Sharon Mellor 2nd by Karen Bentz Accepted***

-Created a Policy Maintenance committee with Karen Bentz (lead) Sharon Mellor and Lauren Mellor. This committee is tasked with gathering all APPL policies, updating and filing together in one spot for easy access when needed.

-Director will get an email address that matched domain to use for APPL business @annaporterpl.org

**New Business:**

-Deb Veranth will work on the Directors Annual Review

-Deb Veranth presented for the HR Committee

 ▪ revised vacation and sick day accounting and no roll over policy

***Motion to accept the revised HR policy with edits (vacation days start accumulating after 6-month probation period) by Lauren Mellor 2nd by Edna Lopez Accepted***

-Discussion creating a sick leave bank tabled until March 2022 meeting

-Discussion about changing payroll to the 1st and 15th of each month to line up with accounting rejected as director and staff prefer every other Friday payroll

- Discussion regarding fund raising Decided to table until after pandemic unless a need arises for APPL

- Discussion community outreach ideas. Edna will work with Director to create a video for social media content in English /Spanish to help reach Hispanic community

- Director will attend chamber of commerce event next week. Will also reach out to local businesses to set up remote locations for reaching the community about upcoming events

-**Presentation by Nomination Committee**

Deb Veranth and Sharon Mellor have accepted 2nd terms on the APPL board.

Presented the following nominations for APPL board officers

 ▪ Sharon Mellor Chair

 ▪ Laurel Rematore Vice Chair

 ▪ Ken Simonis Treasurer

 ▪ Deb Veranth Secretary

No other nominees were submitted from the floor.

Voting was held and each of the above nominees were unanimously accepted as new officers

Chair will submit the 2nd term trustees and new officers to city to add to their next meeting agenda. Laurel Rematore will attend the city meeting when they add to the agenda

Director will contact bank to get new officers on signature cards and paperwork set up

New officers will officially take office at the July board meeting

***Motion to adjourn by Lauren Mellor 2nd by Deb Veranth***

 Adjourned at 7:52 pm