Meeting of the Board of Trustees
Thursday, March 24, 2022, 7 PM
DRAFT

In Attendance: Carol Auer, Irene Brenner, Hilary Cloos, Paul Edlund, Rachelle Gibson, Richard Heyl De Ortiz, Laurie Hlavaty, Bob Miller, June Wheeler, Gillian Murphy (Library Director), Ron Fields, Rebecca Leung, Bebhinn Dungan (Staff: Minutes)

Absent: Stephen Bergstein, Misha Harnick,

Board President, Robert Miller called the meeting to order at 7:07 PM.

-Discussion of February 2022 Board Meeting: Q&A/Reflections

Policy Committee Report

1. Law Enforcement Policy Enquiries Policy & Procedures
Motion by Ron Fields. to approve the policy, seconded by Laurie Hlavaty
Motion was unanimously approved.

2. Lending Policy
After discussion, policy was tabled. Gillian will incorporate board recommendations into a revised Lending Policy for the presentation at the April meeting

Employee Benefits Plan:

1. 403 (B) Plan for staff (other than Director)
Details reviewed by Robert Miller. After discussion, plan was tabled. Bob will consult with America Funds and bring revised plan to April board meeting

2. 457 Plan for Library Director
Motion by Tom Rocco to approve the 457 Plan for implementation on April 15. Seconded by Richard Heyl De Ortiz. Motion was unanimously approved.

Book (Library Collections) Challenge Discussion: to be discussed at April Board meeting.

State Report
Motion by Hilary Cloos to accept the State Report submitted by Gillian Murphy and Seconded by Tom Rocco. The motion was unanimously approved.

**Minutes of February Meeting**

- **Approval of Minutes for Feb. 24, 2022 Business Board Meeting**
  A motion was made by Linda Welles to approve the minutes. Seconded by Carol Auer Ron Fields abstained as he was not at the meeting; The motion was approved.

**Treasurer's Report**

- **Financial Report**
- **Checks and Donations**
- **2021 Budget Review**

Treasurer, Paul Edlund reviewed the February 2022 Treasurer’s Report including February Check Detail and the Findings Budget Review of year 2021. Paul proposes annotating the budget, particularly P&L and advocates for the classes.

Motion by Paul Edlund to amend Elting Library Financial Policies, Procedures and Internal Controls by including “Invoices must be paid within 30 days of date of receipt.” Seconded by Richard Heyl De Ortiz. Passed unanimously.

This amendment will be added to the current policy as **3.0a**

Motion by Paul Edlund to approve the Checks Detail for Feb. 2022. Seconded by Laurie Hlavaty. Motion unanimously approved.

A motion by Paul Edlund to move $20,000 from the Raffle Fund into the Renovation Expense Fund (W4). Seconded by Linda Welles. Motion unanimously approved.

**Reports**

- **President’s Report**
- **Director’s Report**
- **Staff Reports**

Motion by Linda Welles to adjourn the meeting at 9:14, Seconded by Paul Edlund Motion unanimously approved.