

Centralia Public Library
Board meeting minutes
February 10th, 2022

Trustees Present: Catherine Simmons, Alan Baca, Melissa Maxwell, Suzanne Long, Larry Dorman, Linda Luke and Katherine Butrum

Trustees Absent: Angie Taylor and Amber Brown.

Others in Attendance: Director Amy Hopkins

President Baca called the meeting to order at 6:18 p.m.

Public Comments: N/A

City Information Report: N/A

Minutes: Trustee Luke made a motion to approve the December meeting minutes, Trustee Butrum seconded. All in favor, motion carried. January minutes were reviewed but could not be approved due to lack of quorum.

Treasurer's Report: Trustee Simmons made a motion to approve the January Treasurer's report, Trustee Luke seconded. All in favor, motion carried.

New Business:

- A. **HVAC maintenance contract** - Two estimates were presented to the Board for yearly maintenance and upkeep of the library's HVAC system. Stephens Heating & Cooling and Hancock Refrigeration are community-minded companies and have very good reputations. Trustee Dorman made a motion to enter into a 1yr contract with Stephens Heating & Cooling, Trustee Maxwell seconded. All in favor, motion carried.

Old Business:

- A. **Policy committee report:** 1st reading of policy additions/changes.
- B. **Budget committee report:** 1st reading of FY 2022-2023 budget proposal.
- C. **Parking lot update:** There was discussion about remaining additions and changes for the parking lot project. It was decided that we do not need an additional light pole. Additions will include a small amount of extra curbing and a pipe (covered with topsoil) for drainage next to the East lot entrance. Director Hopkins presented the estimate for painting the existing parking lot from S&A Equipment's provider for \$800. Director Hopkins will research alternative options.

Director's Report:

Director Hopkins talked about our new mobile device printing service, Princh. The most recent Technology Mini-grant is providing the funds for 1yr. Mobile printing service, a new Xerox printer and funds to promote with Facebook.

New Trustee contact information sheet was passed out to all in attendance.

President's Report: President Baca handed out the Director's evaluation to all Board members present. Director Hopkins will send a copy to Trustees' Taylor and Brown via email. Director's evaluation will take place before next month's meeting.

Trustee Simmons motioned to adjourn the meeting, Trustee Dorman seconded the motion. All in favor, motion carried. The meeting was adjourned at 7:43 p.m.

The next regularly scheduled meeting will be held on March 10th at 6:15 p.m. at the Centralia Public Library.

Respectfully submitted,

Katherine Butrum, Secretary