

Centralia Public Library
Board meeting minutes
March 17th, 2022

Trustees Present: Alan Baca, Melissa Maxwell, Suzanne Long, Linda Luke, Angie Taylor and Amber Brown.

Trustees Absent: Catherine Simmons, Katherine Butrum & Larry Dorman

Others in Attendance: Director Amy Hopkins

President Baca called the meeting to order at 6:14 p.m.

Public Comments: N/A

City Information Report: N/A

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

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

New Business:

- A. **Yearly Audit:** Board discussed getting bids for 2022-2023 fiscal audit. Trustee Dorman's accountant is familiar with CPL since she conducted the audits for several years in the mid-2000's. It was agreed that we would continue with our current auditor for this fiscal year (2021-2022) and request bids for our 2022-2023 audit.

Old Business:

- A. **Policy committee report:** 2nd reading of policy additions/changes. Trustee Luke made a motion to approve the Hotspot policy change and the additions to the patron registration form. Trustee Maxwell seconded. All in favor, motion carried.
- B. **Budget committee report:** 2nd reading of FY 2022-2023 budget proposal. Trustee Taylor made a motion to approve the 2022-2023 CPL budget. Trustee Luke seconded. All in favor, motion carried.
- C. **Parking lot update:** The Board agreed to have S&A Equipment add the existing parking lot striping to our project. Projected cost is \$800.

Director's Report: Director Hopkins spoke to the Board about staff performance reviews, Teen Tuesday laser tag and all special events/programs that we have planned for 2022.

She also presented a list of priority improvements for the library property (after the parking lot/pavilion project is completed) including: landscaping, cracks in the concrete pad at the main entrance, wallpaper removal in the children's room, projector screen replacement and bathroom updates.

Patrick with S&A Equipment will be asked if he would like to submit a bid to replace the concrete at the front entrance, the street department at the City will also be asked to take a look.

Ginny with the Chamber will be contacted to inquire about a ribbon-cutting for the new parking lot/pavilion project.

There was discussion about pricing and availability of advertising on the LED sign on Hwy.22 which is currently sold out. Director Hopkins will get some pricing on different types of Marquee-type signs to replace our sandwich-board sign that is currently being used.

Long-time Board member Kathryn De la Rosa passed away on Feb. 27th of this year. She served as a Trustee from 1998 to 2007 (*off & on*) and was an active member of the Friends of the Library group for many years. Our current Friends of the Library group will be asked for a donation to purchase a memorial bench in her name.

Closed Meeting: Trustee Luke made a motion to end the open section of the meeting and to enter closed session, seconded by Trustee Brown. All in favor, motion carried.

In closed session the board discussed the Director's Performance Review and wages.

Trustee Taylor made a motion for the meeting to adjourn and Trustee Luke seconded it. All in favor, motion passed. The meeting was adjourned at 7:41 p.m.

The next regularly scheduled meeting will be held on April 14th at 6:15 p.m. at the Centralia Public Library.