

**Centralia Public Library**  
**Meeting Minutes**  
**March 9th, 2023**

**Trustees Present:** President Alan Baca, Treasurer Linda Luke, Suzanne Long, Angie Taylor, Felicia Beckmann, Erin Eastin, Melissa Maxwell & Vice Pres. Catherine Simmons

**Trustees Absent:** Katherine Butrum, Secretary

**Others in Attendance:** Director Amy Hopkins

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

**Public Comments:** None

**City Information Report:** None.

**Minutes:** Board members reviewed the February minutes. There was not a quorum of members present at the February meeting to be able to approve the minutes, this will be done at the April meeting.

**Treasurer's Report:** The February Treasurer's report was reviewed and discussed. Trustee Simmons made a motion to approve the February Treasurer's report and Trustee Taylor seconded. All in favor, report approved.

**Old Business:**

- A. Board members read through the Internet Access & Safety policy - 2nd reading. Trustee Luke made a motion to accept the new policy and Trustee Simmons seconded that motion. All in favor, policy approved.  
Board members read through the updated Personnel Handbook - 2nd reading. Trustee Luke made a motion to accept the new revisions and Trustee Beckmann seconded that motion. All in favor, Personnel Handbook revisions are approved.
- B. FY 2023-2024 Proposed Budget was reviewed and discussed - 2nd reading. Slight modifications were made from the 1st reading by the Director including increasing Postage & Story time budgets and keeping the Computer Technician budget the same as last year due to the updated contract. Trustee Taylor made a motion to set the new budget as written and Trustee Simmons seconded that motion. All in favor, Final budget for FY 2023-2024 is set at \$327,030 which is up \$1,250 from last year.

**New Business:**

- A. Bids for various library improvements were discussed and include;
  - a. Wallpaper removal & painting the interior walls of the library.
    - i. Randy Brunken (text) bid - \$19,740

- ii. Brick City Painting (email) bid - \$20,273.80
- iii. 2D Pro Painting (email) bid - \$20,000

Board members agreed that more information is needed, including references and additional details. Director Hopkins was asked to reach out to contractors to see how long they would honor the bids. Decision will be tabled until the April BOT meeting.

- b. Bids for exterior sign (West side of library - facing Jefferson St.)
  - i. Lusas Signs (email) bid - approx. \$400 installed
  - ii. Sherwood Signs (email) bid - \$835 installed

Sherwood came to the library, looked at the sign, did measurements and had several suggestions including a white sign with black lettering and relocating the address portion of the sign down to the brick wall.

- iii. Mattox Advertising (phone/email) bid - \$1,557 installed

Mattox suggested that we attach the new sign over the existing one(s). Priced labor for 2 men and equipment to measure our existing sign and install the new one.

The Board members would like the Director to provide pictures of each company's work and some reviews. Decision will be tabled until the April meeting.

#### **Director's Report:**

Director Hopkins reported that the library has received a **\$3,550 STEM kit grant**. 24 STEM kits have been purchased from Penworthy and will be used for programming and for checking out to patrons.

**CPL Family Broadband access and Early Literacy grant** (LSTA Technology Ladder grant) was also received and is valued at **\$22,784**. This grant will provide: 2 AWE Early Literacy workstations for the children's room, 25 Launchpad tablets to add to our collection, and 30 T-Mobile hotspot devices with 12 month data plans.

#### **President's Report:** None

President Baca called to adjourn the open meeting at 7:15 pm. Trustee Luke made a motion, Trustee Simmons seconded, All in favor, motion carried.

Trustee Taylor made a motion to go into closed session, Trustee Beckmann seconded, All in favor, motion carried.

Director Hopkins' performance review and salary was discussed during the closed session.

Trustee Simmons made a motion to adjourn, Trustee Eastin seconded, All in favor, motion carried. Meeting was adjourned at 7:40 p.m.

The next scheduled meeting will be at the Centralia Public Library on April 13th, 2023 at 6:15 pm.

Submitted by  
Felicia Beckmann