

## **MINUTES OF THE SPARTA PUBLIC LIBRARY BOARD OF TRUSTEES**

**Monday, January 4, 2021**

The January 4, 2021 meeting of the Sparta Public Library Board of Trustees was called to order by President Richard Cavalier in the meeting room at 6:03 p. m.

### **Members Present:**

|                         |                          |
|-------------------------|--------------------------|
| <b>Don Adams</b>        | <b>Amy Kloos</b>         |
| <b>Anne Bourner</b>     | <b>Domenica McDonald</b> |
| <b>Richard Cavalier</b> | <b>Peggy Petkas</b>      |
| <b>John Clendenin</b>   | <b>Bob Taylor</b>        |
| <b>Steven Gerlach</b>   |                          |

### **Others Present:**

**Susan Colbert, Library Director**  
**Kyle Daniels, Assistant Director**

### **Minutes**

The minutes of November 2, 2020 were read. Anne Bourner moved and Domenica McDonald seconded the motion to accept the minutes. The motion carried unanimously.

### **Correspondence**

A thank you was received from Susan Colbert for her Christmas gift cards.

A thank you was received from the library staff for their catered Christmas dinner.

### **Treasurer's Report—Anne Bourner**

The Treasurer's report for each fund for the month of November 2020 was reviewed by the Board. It was moved by John Clendenin and seconded by Steven Gerlach to accept each of the reports. The motion carried unanimously.

The Treasurer's report for each fund for the month of December 2020 was reviewed by the Board. It was moved by Steven Gerlach and seconded by Peggy Petkas to accept each report. The motion carried unanimously.

The bills for January 2021 were reviewed by the Board. It was moved by Amy Kloos and seconded by Domenica McDonald that these bills and any other regular

monthly bills that come after the meeting date be paid. The motion carried unanimously.

#### **Librarian's Report—Susan Colbert**

1. The Board went through the first eight chapters for the Per Capita Grant requirements.
2. The PPE grant materials are here.
3. The report on the Back to Books grant was received.
4. The Cards for Kids Act requires that any child who receives a free or reduced lunch must be given a library card. It does not apply to adults. A policy will be written to address the issue.
5. Free E Resources for non-residents are allowed but not required for e-books.
6. Susan will be using sick days and vacation days for eight days.

Anne Bourner moved and Peggy Petkas seconded that the Librarian's Report be accepted. The motion carried unanimously.

Peggy Petkas moved and Anne Bourner seconded that the Board go into closed session to discuss whether to release any closed session minutes. The vote carried unanimously. The Board entered closed session at 7:03 p.m.

The Board returned to open meeting at 7:05 p.m.

It was moved to keep closed session meetings closed by Bob Taylor and seconded by Anne Bourner. The motion carried unanimously.

#### **Old Business**

As a result of city action, the Board moved to give each Library employee a similar \$0.50 per hour raise—except Linda Daniels. Linda's salary will go to \$11.00 per hour due to the state's new minimum hourly rate. These raises are retroactive to November 1, 2020. Moved by Steven Gerlach and seconded by Peggy Petkas to raise the salaries. The motion carried unanimously.

#### **New Business**

The Board will ask the City to improve Parking lot lighting to improve security for patrons and staff.

It was moved by Amy Kloos and seconded by Bob Taylor to adjourn the meeting. The motion carried unanimously. The meeting adjourned at 6:29 p.m.

Next meeting will be Monday, February 1,2021.

Respectfully submitted,  
Steven Gerlach  
Secretary of the Board