

# **Lester Public Library of Arpin Meeting Minutes**

8091 County Road E, Arpin, WI 54410 May 10, 2021 at 7 p.m.

In compliance with COVID-19 guidelines, meetings will be held at the Arpin Safety Building until further notice.

Called to Order by President Jill Richardson at 7:01 p.m.

Present: Jill Richardson, Lesley Bauer, Annette Pyke, Melissa Hardinger

Absent: Steve VanWhye

Additional Attendees: Town Treasurer Karmen Bouma, Director Stacy Kundinger

## **Approve April 2021 minutes**

Move to accept April minutes as presented.

Motion made by Jill Richardson, Seconded by Melissa Hardinger, Motion passed.

## **Approve April 2021 expenses**

Move to accept April expenses as presented.

Motion made Jill Richardson, Seconded by Lesley Bauer, Motion passed.

## **Approve April 2021 payroll**

Move to accept April payroll as presented.

Motion made by Jill Richardson, Seconded by Lesley Bauer, Motion passed.

## **Library Director Report:**

- Book drop box has been ordered
- Foyer heater has been purchased
- Library Assistant has submitted a resignation letter which was read to the board. The open position will be advertised for applicants to apply.

## **Board Discussion:**

- The Library Assistant job description was reviewed with the updates/changes.
- Consideration of new Personnel Policy - this was reviewed by the board with some suggestions. This will be brought back to the June meeting.

## **Discuss/Approve the updated Library Assistant Job Description**

Move to accept the updated Library Assistant job description as presented with changes.

Motion made by Jill Richardson Seconded by Lesley Bauer, motion passed.

Discuss/approve the addition of a Personnel Policy

Move to accept the addition of the Personnel Policy as presented/with changes.

Bringing back to the June meeting for further review.

Motion to adjourn by Jill Richardson, Seconded by Melissa Hardinger at 7:25 p.m.

**Next meeting will be held Monday, June 14th at 7 p.m. Meetings are open to the public.**