

Salem Township Library Board Meeting Minutes

May 19, 2022

Meeting attended by: Stacy, Jim, John, Connie, Amber, Joy
Library Director: Lisa

Meeting called to order at 6:02 PM

Motion made to approve the agenda by John, seconded by Amber. All ayes.

Motion made by Amber to approve minutes from the following 2022 library board meetings: January 20, February 24, March 17, March 31. Seconded by Stacy. All ayes.

No public comment.

Plans made to invite Township Board members to our next Library Board meeting.

Stacy completed the exit interview with Season.

Jim shared financial updates and went over changes in the spreadsheets.

Jim shared the Treasurer's Report. Motion made to approve made by John, seconded by Joy. All ayes.

Lisa shared the library stats.
Training for our new hire, Susan, is going well.
Lisa shared update on hiring processes.

Library Business

Redbud Landscaping is caring for the landscaping.
LSTA grant has been approved.
Lisa shared the Child Safety Policy.
Motion made to approve made by John, seconded by Jim. All ayes.

Lisa shared the Financial Policy. Discussion on who signs checks. Lisa shared she approached the Township on how best to handle signatures on checks. Decision made to stick with the status quo which is a 3-step process with our bill paying and check signing. This offers complete transparency and accountability.
Check total maximum limit for director and/or assistant director is \$1500. Above requires board approval. Service provider bids to be submitted to the board if above \$5000.
Credit card spending per month limit above \$3000 requires board approval.
Motion made to approve with minor edits made by John, seconded by Joy. All ayes.

Lisa shared summary of recent Focus Group. Similar discussions as prior meetings with emphasis on the desire to remain adjacent to the park. Decision to remain patient going forward and remain in communication with Township Board on how best to serve our community.

Motion to adjourn made by John, seconded by Amber. All ayes.
Next Library Board Meeting is **Monday, June 27 at 6 PM** with a regular business meeting followed by our annual Budget Hearing.