

Minutes of Sparta Library Board of Trustees

November 10, 2021

The meeting of the Sparta Library Board of Trustees was called to order at 4:30 p.m. by President Mark Beardmore. Those in attendance included Sally Bertellotti, Mary Coe, Mark Beardmore, Amy DelCoro, Doreen Skok, Katie Ruppert, Council Representative Dave Smith and David Costa, Library Director.

Approval of Minutes:

On motion by Amy DelCoro, seconded by Sally Bertellotti and unanimously carried, the minutes of October 13, 2021 were approved as presented.

Financial Report:

Dave Costa gave a brief financial report. He stated that the Library's finances were good and that spending was down. Dave presented a resolution to transfer \$2000 from the 239AV Audio Account to the 255- Rental Agreement Account. On motion by Doreen Skok, seconded by Amy DelCoro and unanimously carried, permission was granted for the transfer.

Director's Report:

Dave Costa gave an overview of his report. He stated the Coffee with a Cop program had been very successful and the Circle of Friends preschool had also been able to meet the police officers as well.

Dave indicated that the Library has started the first round of 3rd grade visits and the students were treated to a tour and some hands on experiences of all of the non- traditional items that can be borrowed from the Library.

Dave stated that the DPW had been working around the Library facilities on some drainage issues. He stated that they had also completed dividing the elevator maintenance room into a room and closet that will allow for more storage capacity.

Dave stated also that they had reopened the Library's quiet rooms for public use.

Dave talked about the new website that had been completed and was up and running. He indicated that the new website was more user friendly and efficient.

Public Portion:

No member of the public was present and this portion of the meeting was closed.

Unfinished Business:

Discussions centered on the 2022 Library budget. Dave Costa had indicated that it was his desire to increase the wages of the employees who were at the bottom of the wage scale. He also indicated that he was comfortable with the current staffing levels.

After further discussion, the Board determined that the 2022 budget should be adopted with the amendment of a 6% increase to the Library assistants and a new job title for one of the part-time employees.

On motion by Sally Bertellotti, seconded by Amy DelCoro and unanimously carried, the 2022 Library budget was adopted as amended.

Dave also gave an update on the building projects. He stated that a lot of work had already been done on the building. He stated that the roof may have to be replaced at some point in time.

New Business:

Dave Costa handed out the 2021 Library audit report to the Board members.

Dave asked for a motion to pay the bills for the month of December since the Board would not be meeting and also to give funds collected from fines to the Sparta Community Food Pantry.

On motion by Amy DelCoro, seconded by Mary Coe and unanimously carried, permission was granted to both pay the December bills and forward funds collected from fines to the Sparta Community Food Pantry.

Dave stated that the Jr. Woman's Club would be having their annual Holiday Wish Tree in the Library and it would begin before Thanksgiving.

Dave stated that he wanted Morgan Gwinnett, Youth Services Librarian, to be able to sign as an administrator on vouchers. Dave also stated that Morgan was doing an excellent job in her new position.

On motion by Sally Bertellotti, seconded by Doreen Skok and unanimously carried, permission was granted to allow Morgan to sign the vouchers as an administrator.

Dave indicated that the Library had received a plaque from the organization DAWN for employing their students at the Library.

Adjournment:

There being no further business, on motion by Amy DelCoro, seconded by Doreen Skok and unanimously carried, the meeting was adjourned at 5:05 p.m.

Respectfully submitted,

Mary Coe, Secretary