

WELLER PUBLIC LIBRARY BOARD OF TRUSTEES Minutes

April 11, 2023 6:00 pm emailed April 12, 2023

**CALL TO ORDER:** By Chairman Michael Hubbard At 6:00 pm

**TRUSTEES:** Michael Hubbard–Chair 8-23, Jim Leid–Vice-Chair 8-27, Sherri Erikson 8-24, Marie Gagnon 8-25, Rebecca S Wilson 8-26 \*Ending Term date after name Librarian: Twila Tate  
Absent: All Present

**GUESTS:** Jillian Henze Waitsburg City Council Representative, Jessie Brown (Intern), Eila Whelchel

Minutes: E-mailed on 3/15/2023

Moved to accept by Sherri Erikson 2nd by, Marie Gagnon **APPROVED**/REVISED

**OLD BUSINESS:**

- **Bylaws:** Bylaws were reviewed and corrections were incorporated and final update will be sent to Michael Hubbard. **Action** Sherri Erikson made a motion to approve the changes to the By-Laws, Jim Leid Second the motion carried.
- **Memorandum of Understanding From Friends of the Library: Tabled**
- **Pay increase for staff Update:** Randy informed Marie that the way to increase the staff salary would be to have Twila complete a performance review of staff and then request an increase of pay based on salaries of surrounding areas. Twila said she would get salary ranges for the next meeting. The Trustees would then write a letter to the City Council requesting the raise in pay.
- **Children's Room Repair Update:** Job is complete and well done!!
- **Inventory and Building Replacement Costs: Update**  
The trustees were concerned about the inventory and replacement cost and if the insurance included the building and the new lift. The current building is insured for \$178,000 and the contents are valued at \$275,000. It was decided by the trustees that is grossly underinsured and that the building should be insured for \$1,250,000 and the contents \$350,000. Randy needs to get a quote for premiums for these amounts.
- **Grants:** Twila led a discussion about the experience with the Sherwood Trust Grant and informed the group that things were going well until an administrator at the City Hall talked directly with Brian Hunt and the grant did not go forward. We need to improve the Libraries strategic plan and the solicit support of the city administrator. Jillian made sure we had a special meeting for the city council to help support the grant. She suggested we start talking with the other council members to help with city relationships.

**NEW BUSINESS**

- **Projects: Start thinking about how you want the library to look and projects that need to be done in the next 5 years (strategic plan) This will continue into the next meeting.**  
Jillian explained that we need to look at our Mission, Vision, Values and Key measurable objectives. We should also look at strategies and how the work gets done along with timelines.

We want to make the library a welcoming safe historically esthetic environment. Marie and Sherri talked about working on projects that can be completed for the upstairs to become usable in smaller chunks. Rebecca asked Twila if she would share the list that we got from the Total Comfort Solutions in the order he felt the updates and improvements should be made. The following list is left from the Agenda in hope that it can be prioritized in order of what should be done first, second, etc.

\*New windows

\*New electrical

\*New plumbing

\*HVAC units

\*Update bathrooms/kitchen area

\*Refinish hardwood floors

\*Paint walls

\*Repair/replace damaged ceiling and walls, to include installing new sheetrock

- **Librarian Report:** See Librarian Report

\$227. was collected out of the jar to be put into the M&I fund. Marie will be taking it down to Randy at City Hall. Rebecca gave Kudos to Twila for her email about the children getting library cards and their picture.

**Next Meeting;** May 11, 2023 at 6:00 pm

Adjournment: 7:05 pm

Submitted by: Rebecca S. Wilson