**Library Board Minutes**

July 5, 2022

Hoesch Memorial Library Board of Trustees met on Tuesday, July 5, 2022 at 10:30 a.m. for a special meeting for purpose of budget for next year. Present were: Don Jardon, Betty Adkins, Pam Miller, Bryan Lubeck, Doris Brandon, Keri Anderson, Library Director.

Don Jardon called the meeting to order with attention given to the Open Meeting Act posted on the Conference Room wall.

Keri Anderson presented the work sheet that the city returned to her with the city administrator’s suggested changes. According to the administrator the library is over budget and needs to make some budget cuts.

Part time wages were discussed and voted on a couple of meetings ago. After discussion it was agreed to leave the increase as voted upon in order to try to retain employees.

The budget for cleaning is $185.00 per month. Each week the contracted cleaning person has been spending an estimated two hours per week for cleaning, leaving some of the duties to be done the next week. Keri stated that at $20.00 per hour and 2 hours per week would allow $160.00 per month for cleaning. Don Jardon made the motion to allow $160.00 per month (8 hours) for cleaning personnel. Bryan Lubeck made the second. Motion carried unanimously.

Trash removal was over budget last year due to the charges made to pick up the excess books from the book sale. Don Jardon said that the Friends of the Library will pay for the book disposal/trash fee.

The book budget line item was reduced to $5000.00 on the revision from the city. For at least the last 2 years the book budget was $6000.00. The rising cost of books (due to the economy), the needs of the patrons (large print books) and the stipulation in the Porter Trust Fund to be used on books was discussed. Don Jardon made a motion to leave the book budget at $6000.00 and not to reduce it to $5000.00. Pam Miller made the second. Motion carried unanimously.

Keri Anderson had asked for $550.00 for white rock for landscaping in the capital outlay. Motion made by Bryan Lubeck to remove that from the budget for this year. Seconded by Betty Adkins. Motion carried.

Discussion was held regarding the salary of Keri Anderson. It was voted on at the last meeting to give Keri a 5 % cost of living increase and merit pay (as the city gives to their employees). After that meeting, Keri was informed that the cost of living increase was to be 8% this year. After discussion, Doris Brandon made a motion that Keri Anderson receive at the minimum a 5% cost of living increase or the percentage that the other city employees receive (whichever is higher) up to 8%. Motion second by Don Jardon. Motion carried unanimously.

Due to Keri Anderson performing her job to our expectations and beyond, working alone during COVID shutdown and transitioning back to being fully open, the board feels that Keri deserves merit pay. The city administrator was unable to explain to Don how they arrive at the merit pay for the other city employees. Much discussion was held regarding this. Don Jardon made a motion to award Keri with $2000.00 merit pay to be given, not including the cost of living increase in salary. Betty Adkins gave the second with the motion carried unanimously.

As there was no further business, Don Jardon made the motion to adjourn, second by Bryan Lubeck. Motion carried.

The regular board meeting will be Monday, July 11, 2022 at 4:00 p.m.

Respectfully,

Doris Brandon

Secretary