

WESTON COUNTY LIBRARY BOARD OF TRUSTEES MEETING

MARCH 22, 2024

The meeting was called to order by Chairman Deb Smith at 11:35. Attending were: Deb Smith, Steve Smith, Becky Todd, Deb Piana, Arlene Hansen and Brenda Mahoney-Ayres. Sherri Randall attended by Zoom. The agenda was approved as presented. The minutes from the February meeting were read and approved.

Brenda presented the director's report. Advertisements for the position of the library director have been in place and three applications have been received. Rangers from Jewel Cave presented two programs this past month. The children's librarian has been busy presenting programming to local daycares. The Scottish collie therapy dogs were at story time. A grant was received from Califa to continue the Lifetime Arts Creative Aging classes for spring. The VITA program continues until April 15th. Work has begun on the 2025 budget, and the summer reading program. Art on display this month was created by Sandra Johnson. Mabel Hinz and Judy Scott were volunteers for the month.

Sherri's Upton Branch Library report was read. She is busy cleaning out old cupboards, working with preschool groups and holding a used book sale.

Deb Piana presented the treasurer's report. Sixty-three percent of the budget has been spent to date. Becky moved, seconded by Arlene to accept the report. Motion carried.

OLD BUSINESS: After some discussion it was decided to have the Personnel Policy follow the county rules as far as vacation, sick leave and holiday time. Steve made the motion, seconded by Deb P. to make these changes for the first reading of the policy at the next meeting. Motion carried.

NEW BUSINESS: The group read through the job description of the library director and with a few changes by Brenda, it looks complete for the next director to use. The time schedule possibilities for the staff at the Upton branch library were looked at and it was decided to accept the suggestions made by Sherri. The

branch librarian will work Tuesday through Friday from 11:30 to 5:00. This will be 22 hours a week for this employee. Tuesday and Friday this person will work with the assistant. The UBL assistant librarian will work Monday, Tuesday, and Friday for a total of 15.25 hours. Monday will be the day this person works alone. Brenda and Sherri will work to clean up the job descriptions for the UBL. Salaries for each position have yet to be decided. Advertising for the branch librarian will start in April. It will be in the newspapers and posted.

At 12:44 the group went into executive session. They returned at 1:12 to the regular meeting.

Budget for 2025 is due May 1. Salaries need to be finalized to help with putting this together.

An interview time was to be scheduled to begin the selection of the new director.

The final item on the agenda was closure of UBL for Good Friday. There was some confusion, so it was dropped. Deb S will talk to the library foundation about retirement parties for the two retirees. The next meeting is April 26th. Arlene made a motion to adjourn, seconded by Steve at 1:32. Motion carried.