

FRIENDSHIP FREE LIBRARY  
MONTHLY BOARD MEETING MINUTES

November 14, 2023

**Attendance:** Sue Strickley, Dell Baker, Michelle Baker, Kay Middaugh, Dee Wolf, Sarah Trumpp (Clerk)

**Meeting called to order at 6:08 pm.**

**Guests: None**

**Minutes:** Motion to approve October minutes with correction that Dell Baker was not in attendance at October meeting made by Kay. 2nd by Sue. Approved by the board with unanimous vote.

**Budget Report:** The Baldwin report was reviewed by the Board, Justin from Baldwin sent budget modifications suggested to correct line item issues. Sue makes a motion to have Justin make the budget modifications to correct the line items. 2nd by Dell. Approved by the board with unanimous vote.

**Financial Report:** Per Sue she was unable to get balances before the meeting and will have the figures at the December meeting.

**LIBRARY REPORT:**

Julia Lampson provided a resignation letter to the library and Board President on October 25, 2023 with her final day on November 4th.

Dom Simons and Sarah Trumpp have both been given schedules of 24 hours a week through the end of the year to cover ongoing programs and all open library hours.

Library needs to create an Employee policy for all new employees outlining, call outs, sick leave, leave without pay, notice for schedule changes, dress code, employee conduct etc...Library needs to create a policy specific to recording or videotaping in the library and employee response. We also need to create an Incident Report Form to have on hand in case of accidents.

Wreath sales still need to be made for the fundraiser and the New Library cards are in and we should consider a marketing campaign for the "New Year, New Library Cards".

Library board should consider offering Sarah Trumpp (present clerk) the Director position as she is interested in it. This position would be 27-28 hours a week at \$16.50 for the first 90 days (probationary period) moving to \$17.00 after that probation. Dell makes a motion to offer Sarah Trumpp the position of Director at the aforementioned rate and hours. 2nd by Kay. Board vote: Michelle (Aye), Sue (Aye), Dee (Aye), Dell (Aye), Kay (Aye) Approved by the board with unanimous vote.

Dell makes a motion to adjourn the meeting. 2nd by Kay. Approved by the board with a unanimous vote.

Meeting Adjourned: 7:22pm

**Old business and Some New business was also included in the Library report\*\***