

**Margaret Reaney Memorial Library**  
**Board of Trustees Meeting**  
**May 8, 2023**

**Call to Order:** President David Salvagni called the meeting to order at 5:02 p.m.

**Also present:** Trustees Mathew Rapacz, Nancy Stowell, Rebecca Sokol and Library Director Dawn Lamphere. **Absent:** Trustees Kathleen Reed and Judy Swartz. One seat is vacant.

**Approval of Minutes:** *Motion* by Trustee Sokol and *seconded* by Trustee Salvagni to accept the minutes of the regular meeting of April 10, 2023 and the special meeting of April 17, 2023. *All voted in favor.*

**Payment of Bills:** *Motion* by Trustee Rapacz and *seconded* by Trustee Salvagni to approve payment of bills in the amount of \$3,419.59. *All voted in favor.*

**Election of Officers:** The nominating committee reported that all officers had agreed to serve another one-year term. *Motion* by Trustee Salvagni and *seconded* by Trustee Sokol to approve David Salvagni as president, Nancy Stowell as vice president and Mathew Rapacz as secretary. *All voted in favor.*

**Committee Appointments:** Postponed until next meeting. President Salvagni will survey board members as to which committee(s) they prefer.

**Job Description Revisions, first reading:** LIBRARY AID/ LIBRARY CLERK -- section on Essential Duties and Responsibilities: add “Prepares checks as per vouchers submitted by the Library Director” and “Makes home deliveries to library patrons as directed by the library director.”

DIRECTOR – section on Examples of Work: 20. Change to reflect updated technology. Add 22. “Assists board president in preparing meeting agendas and posts said agendas on the front door.” Add 23. “Makes home deliveries to library patrons unable to come to the library or designates other library employees to make said deliveries.

Minor revisions could be made prior to expected adoption at the next board of trustees meeting.

**Budget:** Director Lamphere presented a tentative budget for the upcoming fiscal year beginning June 1, 2023 calling for expenditures of \$144,770. Revenues are estimated at \$104,900. The difference will be taken from fund balance. Several changes are expected prior to budget adoption.

**Upcoming personnel changes:** The board discussed how various aspects of advertisements for a new director and library clerk might be worded and what salary should be offered. No final wording was approved. The tentative timeline calls for advertising the director's position in the appropriate places mid to late June.

**Special Meeting:** *Motion* by Trustee Salvagni and *seconded* by Trustee Rapacz to hold a special meeting on May 31, 2023 at 5 p.m. The agenda will include payment of bills, budget, closing of books for the fiscal year, committee assignments, job description revisions, personnel changes, and other business as needed.

**Adjournment:** At 6:34 p.m. a *motion* was made by Trustee Rapacz and *seconded* by Trustee Stowell to adjourn the meeting. *All voted in favor.*

The next regular board meeting is scheduled for June 12, 2023.

Mathew Rapacz  
Secretary