

Talcott Free Library Board Meeting
February 6, 2017
7 PM

Mission Statement: The Talcott Free Library District provides current materials in a variety of formats, preserves local history, supports educational endeavors, and supplies community information.

Present: Bailor, Baines, Butler, Eggers, Kovanda, Mohring, Zimmerman, Gove

The meeting was called to order by President Butler.

Public Comment:

None

Secretary's Report:

Kovanda moved to approve the monthly meeting minutes seconded by Mohring. Motion passed.

Treasurer's Report:

Kovanda reported that there was nothing significant to talk about regarding finances.

Librarian's Report:

Maine reported that Adopt-A-Book brought in \$300. The Seiberling money has been received. Gove has applied for the per capita grant. It will probably be a lower amount, similar to what was received last year. The W-2s and tax filing has been taken care of. There is \$2000 in the working fund that will need to be put into the Seiberling CD when it comes due next year.

Mohring's contribution of \$10,000 was also placed in the working fund and the remaining balance from David Allen needs to also be put in the building fund CD when it comes due.

Gove suggested that we start planning for the budget now. She would like to do staff reviews in April and May and then have raises go into effect with the new budget in July. Kovanda stated that by-laws would need to be changed to reflect this change for the director in next month's meeting. Kovanda moved to change the time period of staff reviews as stated above, seconded by Zimmerman. Motion passed. Kovanda moved to accept librarian's report and pay the bills, seconded by Zimmerman. Motion passed.

Building and Grounds report:

Nothing to report in this area.

Old Business:

As discussed previously, Gove will start looking into commercial leases and see how ours compare to others in town. Our new lease for the Dairy Haus will be signed in May so she will be looking into that between now and the March meeting.

Filling of open board positions coming in May was discussed.

New Business:

Kovanda reported on the Local Government Travel Expense Control Act which says that neither board members nor employees can receive reimbursement for any expenses incurred when traveling for library business unless there is an ordinance. We do have a policy regarding this in the policy manual but maximum allowance for expenses is not specifically stated. Therefore, Gove will change some wording and review with the board next month.

Zimmerman moved to adjourn, seconded by Baines at 7:27 PM. The next regular meeting of the library board will be March 6, 2016 at 7:00 PM.

Respectfully submitted,
Leslie Eggers
Secretary