

## **Reinbeck Public Library**

### **Trustee Board Meeting**

**Thursday March 23, 2022**

**4:30 pm**

President, Marilyn Evans, called the meeting to order. Others present were trustees, Bonnie Shinn, Rebecca Schildroth, Sue Trunck, Brenda Snider and Library Director Victoria Derr. Motions were made and seconded to approve the agenda.

#### **NEW BUSINESS:**

- 1. Credit Card:** As Victoria is leaving it was decided that we will wait until the new Director is hired to get the card.
- 2. Library Director Position:** Victoria had informed the board, a few days ago, by email that she will be leaving the 15<sup>th</sup> of April. If we do not have one hired by April 15<sup>th</sup> she will work with us to train the director.
- 3. LSB CD:** On March 26, 2022 one of our CD's is up for renewal. Rebecca made the motion that we withdraw \$2,500. Marilyn seconded the motion. The motion passed unanimously. After further discussion the amount was amended to \$3,000. This motion was made by Sue. Marilyn seconded the motion. The motion passed unanimously.
- 4. Library Director Position:** After review of the Job description. Bonnie made the motion to add the sentence: And attend City Council Meetings. Also to change the salary range to \$36,000 to \$37,500. Brenda seconded the motion. The motion passed unanimously  
It was discussed where to post the ad for the position. We will post it at the Reinbeck City Hall, Reinbeck Public Library, Iowa Library web site, Iowa Workforce website, Facebook and Instagram. We will also contact UNI.  
We will require a cover letter and resume with no less than two references. We will post the job listing as open until filled. Also state our first cutoff date is April 6, 2022.
- 5. Setting Hiring Committee:** Sue and Brenda will be our committee. Rebecca will be the alternate.

#### **OTHER BUSINESS:**

- 1. Furnaces:** The furnace is still not repaired. As they are around 30 years old the board felt that we should get bids on replacing either one or both of the furnaces. Bonnie made the motion and Sue seconded the motion to get bids. The motion passed unanimously. Victoria will contact three heating companies in our area. Sue will help with this.
- 2. Elections:** As we were unaware that we should have elected officers in January the board held elections. The following members were elected  
President: Marilyn Evans  
Vice President Bonnie Shinn  
Secretary: Rebecca Schildroth  
Sue made the motion and Bonnie seconded the motion to elect Marilyn as president. The motion passed unanimously.

Marilyn made the motion and Sue seconded the motion to elect Bonnie as vice president. The motion passed unanimously.

Bonnie made the motion and Marilyn seconded the motion to elect Rebecca as Secretary. The motion passed unanimously.

**3. Reinbeck Library and Procedures Manual:** Victoria briefly showed the manual that she has created. It is over 100 pages and gives instructions on how the library operates and our procedures.

Meeting was adjourned at 5:36.

The next board meeting will be April 11, 2022 at 4:30 p.m.

Respectfully submitted by Rebecca Schildroth, Secretary