

Attendance: Kim Harlach, Julie Hengenius, Angela Knisley, Kristie Miller and Margaret Stevens Others: Diana Reding, Library Director

Virtual Meeting via Zoom

1. *Call to Order*: Julie called the meeting to order at 6:33 PM
2. *Adoption of Agenda*: Angela moved to approve the agenda; Kristie seconded and it carried with all in favor.
3. *Approval of Prior Meeting's Minutes*: The October, 2020 minutes were approved as they stand.
4. *Period of Public Expression*: No one from the public attended.
5. *Correspondence*: None
6. *Treasurer/Financial Officer's Report* (submitted under separate cover).
 - a. **Motion**: To approve the October 2020 Financial reports. Kristie made the motion. It was seconded by Kim and carried with all in favor.
 - b. **Motion**: To approve payment of the October 2020 bills. Kristie made the motion. It was seconded by Margaret and carried with all in favor.
 - c. Kristie is looking into information about Capital Reserve Funds and if/how this might apply to our Library.
7. *Director's Report*: (submitted separately): Diana reviewed her report.
8. *Committee Reports*:
 - a. Budget:
 - i. Financial Review. Diana reported on information she gathered from several local accounting firms. Board members discussed the information and choices.
Motion: To move ahead with a consult on controls and practices with Freed -Maxick. Kristie made the motion; Angela seconded it. It carried with all in favor.
 - b. *Personnel*: None
 - c. *Building and Grounds*: Kristie contacted several contractors regarding a quote for repairing the floor joist. We will also ask the contractors for a quote to replace the (front) bay window. The Board discussed this being a good time to make interior improvements, such as painting and the ordering of new furniture so the Library will have updates ready when Covid restrictions are lifted and we are back to business as usual.

9. *Unfinished Business*: Kristie reminded Diana about her educational incentives.

10. New Business: None

11. The meeting adjourned at 7:15 with a motion by Kim; seconded by Kristie with all in favor.

Respectfully Submitted,

Angela Knisley, Vice President

A handwritten signature in cursive script that reads "Angela Knisley". The signature is written in black ink and is positioned below the typed name.