

Attendance: Julie Hengenius, Angela Knisley, Jason Long, Patrick Weissend

Others: Diana Reding, Library Director

*Agenda*

1. *Call to Order*: Julie called the meeting to order at 6:40 PM.
2. *Adoption of agenda*: Patrick moved to approve the agenda; Angela seconded and it carried with all in favor.
3. *Approval of prior meeting minutes*: December, 2021 minutes were accepted as they stand.
4. *Period of public expression*: none
5. *Correspondence*: A letter from the Workers' Compensation Board was received; Diana covered it in her Director's notes.
6. Treasurer/Finance Officer's Report: (Submitted under separate cover).
  - a. Motion: To approve the December, 2021 Financial reports as submitted. Angela made the motion. It was seconded by Patrick and carried with all in favor.
  - b. Motion: To approve payment of the December, 2021 bills as submitted. Julie made the motion. It was seconded by Patrick and carried with all in favor.
7. *Director's Report*: (submitted under separate cover) Diana reviewed her report which included information on repairs needed for the ramp railing, the letter from the WCB notifying the Board that the Library's name and EIN change have been processed/resolved, 2021 statistics, and miscellaneous news.
8. *Committee Reports*:
  - a. Budget subcommittee: none
  - b. Personnel committee: none
  - c. Buildings and Grounds
    - i. Maintenance: The Board discussed repairing the railing on the ramp. When considering future furniture purchases etc. items should be functional and adaptable to accommodate the Library's small size and staff/patron needs.
9. *Unfinished Business*: The Board discussed reviewing bid and purchase policy as it looks to begin selected projects and building improvements and upgrades
10. *New Business*: Julie spoke about the benefits of the NIOGA Trustee's Handbook Club and that is open for any member to join.
11. *Adjournment*: The meeting adjourned at 7:17 PM. Patrick made the motion. It was seconded by Angela and carried with all in favor.

Respectfully Submitted,

Angela Knisley, Secretary

