

# Holland Public Library

## Board of Trustees Meeting Minutes

Meeting Minutes for August 5, 2021

Members Present:

Jennifer Gumlaw, Chair  
Steve Anderstrom, Trustee  
Shannon Horn-Eldred, Trustee

The Chairman called the meeting to order at 1:05 pm.

### Update on Director

- Tracie was in an accident, and she not able to come into the library for (at least) 8 weeks. She is hoping to start working remotely depending on whether the doctor will allow her to do so.

### Medical Leave:

- Currently there is no medical leave for Tracie.
- Discussions were had stating that we should go ahead and pay Tracie her regular salary for 4 weeks and to reevaluate at that time.
  - o Shannon made motion to pay Tracie her regular salary for 4 weeks.
  - o Steve seconded
  - o Motion carried

### Library Hours and Coverage

- Currently only Beth and Erin are covering the Library hours while Tracie is out.
- Erin is going to be on vacation for the next two weeks.
- We will talk with Erin to see if she can work any other hours during the week to help Beth.
- It was proposed to modify the Library hours for the next 4 weeks as follows to minimize payroll overages:
  - o Closed 8/6/2021.
  - o Closed for the next 4 Thursdays (8/12, 8/19, 8/26, 9/2)
- Shannon moved to accept the hour changes for the next 4 weeks
- Steve seconded
- Motion carried

### Payroll & Bills:

- Payroll
  - o The board was provided with a payroll sheet to complete for Linda for all Library employees.

- The board worked together to complete the payroll for the last two weeks.
  - Payroll was then handed off to Linda in Accounting so that it was submitted on time.
- Bills
  - Tracie had given Jen a copy of a Demco bill that needed to be paid.
  - Linda in accounting provided a coversheet for the bill.
  - The board completed the coversheet, and the bill has been submitted to Linda in Accounting.

Aris & Finance Report:

- ARIS Report
  - Jen called and spoke to the person who the ARIS report is to be submitted to
    - Due Date is August 27, 2021.
    - Jen will complete this and will send to the other board members for approval before submitting.
- Finance Report
  - This is due in September.
  - We will discuss at our next meeting.
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The next meeting will be held on August 19 at 1:00 pm

The Chair ended the meeting at 1:38 PM.

Minutes Submitted by Shannon Horn-Eldred, Secretary