

Plainview Public Library Board of Trustees

Tuesday March 16, 2021 7:00 PM

Members Present: Youlonda Loechler, Miranda Muller, Missy McRay, Paul Eidenschink, Amy Appel, Nicholas Ozment

Staff: Alice Henderson

The meeting was called to order by Youlonda at 7:00 PM. The meeting was held online due to COVID-19.

A motion was made by Amy and seconded by Paul to approve the agenda. Motion carried unanimously via roll call vote.

A motion was made by Missy and seconded by Miranda to approve the consent agenda as follows:

- Board Minutes 2/16/2021
- Director's Report
- Plainview Volunteer League Report
- Acknowledgement of Donations
 - Patricia Fritz

Payment of Bills

A motion was made by Amy and seconded by Missy to approve the Payables by Payee in the amount of \$4,457.82. Motion carried unanimously via roll call vote.

Unfinished Business

- A. Bylaws Amendment-Approval: A motion was made by Youlonda and seconded by Amy to approve the bylaws as written. Motion carried unanimously via roll call vote.

New Business

- A. Approve Job Descriptions:
 - a. A motion was made by Youlonda and seconded by Miranda to approve the job description for Library Clerk as written. Motion carried unanimously via roll call vote.
 - b. A motion was made by Youlonda and seconded by Paul to approve the job description for Library Assistant as written. Motion carried unanimously via roll call vote.
 - c. A motion was made by Youlonda and seconded by Missy to approve the job description for Programming & Outreach Librarian as written. Motion carried unanimously via roll call vote.
 - d. A motion was made by Youlonda and seconded by Missy to approve the job description for Library Director as written. Motion carried unanimously via roll call vote.
- B. Discuss Library Staffing
 - a. A motion was made by Paul and seconded by Missy to approve the position change for Meg Curtis from Children's Librarian to Programming & Outreach Librarian. Motion carried unanimously via roll call vote.
 - b. A motion was made by Amy and seconded by Youlonda to authorize Director Henderson to start the hire process for a Library Assistant. Motion carried unanimously via roll call vote.

Next meeting is set for April 20, 2021.

Motion to adjourn was made by Miranda and seconded by Amy at 7:20 PM. Motion carried unanimously via roll call vote.

Respectfully submitted, Miranda Muller