**Meagher County City Library**

**SPECIAL LIBRARY BOARD MEETING MINUTES**

**March 17th, 2022**

**5:30 p.m., Library**

Attendance: Glenda, Gretchen, Bobbie, Carol, Rachel, Jessica

Grants Information-

 Rachel is working with a state library appointed grants specialist on possible grants for ADA door opening button for front library entrance, and for air conditioning. In doing so, strategic planning has be raised again. Rachel will work with the board (Suzanne Reymer may also be available to come for a training on strategic planning with the board) on getting this process started. Rachel has also started the process of finding out more about the city-county growth plan and how to incorporate the library.

Laws and policies reviewed-

 Open meeting law, email usage, FOTL rep, 3hrs of CE for trustees, concealed carry/open carry, service animals

Disaster preparedness-

 Options for a kit were discussed, Shannon and Rachel will review further

Courier-

 Some libraries utilize a book courier option instead of ILL (can be cheaper), since we are on the edge of the boundary area, it may not be a feasible option. Rachel will investigate further.

Temporary change to library operation hours-

 Glenda moved to change the hours to Tues-Fri, 10-1 & 2-5 beginning March 29,2022. Bobbie seconded, motion passed.

Library employee organizational structure-

 Multiple avenues were discussed. Carol moved to begin hiring process immediately for two part-time positions, one clerk and one clerk/cleaner. Glenda seconded, motion passed.

Hiring Process-

 Bobbie moved to leave the clerk & clerk/cleaner hiring process to Shannon and Rachel. Carol seconded, motion passed.

Salary Changes-

 Due to Shannon and Rachel taking over the director duties, pay increases were discussed. Bobbie moved to increase Shannon’s rate of pay to $14 per hour and Rachel’s rate of pay to $15 per hour. Glenda seconded, motion passed. Amended 4/29/22 per board emails: Both Shannon & Rachel’s rate of pay will be $15.

Glenda made a motion to adjourn. Bobbie seconded, meeting adjourned.