

# **Two Harbors Public Library Board of Trustees Meeting Tuesday, November 14, 2023**

## **Call to Order**

A meeting of the Two Harbors Public Library Board of Trustees was called to order by Board President Amanda Houle at 5:04 p.m. pm on Tuesday, November 14, 2023. The following board members were in attendance: Amanda Houle (President), Sharon Lind (Secretary), Jody Zastera, Daniel Thewis, Cheryl Passe, Amber Koenig, Madeline Jarvis (Library Director), and Uriah Hefter, Two Harbors City Council representative. Absent: Dean Paron (Vice President), Jamie Sisson, and Karen Johnson.

## **Minutes**

The Minutes of the previous meeting of Tuesday, October 10, 2023, were presented. Amber/Cheryl moved to accept the minutes. Motion carried.

## **Bills**

The bills for October 2023 were presented. Cheryl/Daniel moved to accept and pay the presented bills. Motion carried.

## **Financial Report**

The Financial Report for October 2023 was presented. Sharon/Daniel moved to accept the Financial Report. Motion carried.

## **Liaison Reports**

- **Friends of the Library** – No representative from Friends of the Library was present.
- **City Council** – Uriah reported that he has shared the library construction info with the City Council.

## **Committee Reports**

- **Art Committee** – Eleven artist submissions – picked seven – Madeline reached out and so far, four have accepted.
- **THPL Fund Committee** – working on two letters on updating patrons on library activities and requesting donations.

## **Librarian's Report**

The Librarian's Report for November 2023 (both narrative and data) was presented. Daniel/Cheryl moved to accept the Librarian's report. Motion carried.

## **Unfinished Business**

- **Blandin grant** – see Librarian's Report – library will be closed next week (November 20-21) for circulation desk and computer desk installation – curbside pickup will be available.

### **New Business**

- **Personnel manual revisions** – reviewed revisions. Sharon/Amber moved to accept revisions. Motion carried.
- **Director leave plan** – reviewed. Sharon/Amber moved to accept the plan as presented. Motion carried.
- **Staff out of title compensation** – Request to give employees a one-time compensation for performing duties out of their job title during the Director’s leave. Cheryl/Sharon moved to give full time employees a one-time compensation of \$100 and an extra 32 hours of vacation and give part time employees a one-time compensation of \$50 and an extra 16 hours of vacation for 2024, to be used after May 1, 2024. Motion carried.
- **Board communication parameters** – During the Director’s leave, Board communication will be through Board President Amanda Houle so she can talk to staff.

### **Next Meeting**

Tuesday, December 12, 2023 @ 5:00pm – THPL Board Meeting

### **Adjourn**

Daniel/Amber moved to adjourn the meeting at 6:14 p.m. Motion carried by consent.

Respectfully Submitted,  
Sharon Lind, Secretary