**Paris Public Library**

**Board of Trustees**

**March 14, 2022**

The regularly scheduled meeting of the Board of Trustees was called to order at 4:32 p.m. by President George Griffin. Earlywine, Gill, Griffin, Gross, Lehman, Michels, Pennington, Young – present. Garver & Punzelt – absent.

**Minutes of Previous Meeting:** MOTION: Young, second by Earlywine to approve minutes from February 14, 2022 meeting. Motion carried.

**Correspondence, communications, and public comments:** None

**Committee Reports:**

**\*Finance:** Pennington reported the finances are in order. A budget committee consisting of Griffin, Lehman and Pennington was selected. A question concerning the new vacation policy surfaced. An exception was granted for this first year only to extend time to use vacation by one month. Pennington will convey this to staff. MOTION: Michels, second by Earlywine to accept finance report. Motion carried.

**\*Book:** None

**\*House:** The board learned about a monitored smoke detector system from SimpliSafe. It was decided to revisit after the budget committee has met.

**Librarian’s Report**: Librarian Pennington reported that usage has increased. Meeting rooms were used 10 times. Librarian Pennington presented part of the local government class for the Chamber’s Area Leaders followed by a tour of the library. The new microfilm reader has been installed with a new computer and monitor. All were purchased through the Spaces grant. The old reader and computer will be donated. Librarian Pennington has installed Microsoft Office 2021 on all 6 new public computers. The computers will be installed once they have user accounts, security, etc. The Amazon account transitioned to a business account allowing the library to pay by invoice and the ability to replace authorized user in the future. MOTION: Young, second by Gill to accept Librarian’s report. Motion carried.

\***Friends:** The Friends are in transition since Shelly Kelsheimer will retire as President on April 30.

**Old Business: None**

**New Business:** The board reviewed an updated Collection and Materials Selection Policy. MOTION: Earlywine, second by Gross to approve the Collection and Materials Selection Policy as presented. Motion carried. The printer lease is up for renewal with two options available. Based on usage, option #2 saved the library $18.88 per month. MOTION: Gross, second by Michels to renew lease using option #2. Motion carried. New lighting for the children’s room was discussed. Librarian Pennington will investigate.

**Miscellaneous:**  Upcoming Illinois Libraries Present Programs: March – Jenny Lawson (humorist); April-Nick Offerman (Parks & Recreation)

Meeting adjourned at 5:15 p.m. Next scheduled meeting is Monday, April 11th, 2022.

Respectfully submitted,

Evie Gill, Secy.