October 17, 2022

Present:  President Allen, Trustees Fritz, Singer, Stewart, Yeakel, Yoder; Director Pruitt.
Meeting was called to order by President Allen at 6:02 p.m.
No visitor comments.
Minutes were approved on a motion by Stewart, second by Singer.

Treasurer's report was approved on a motion by Yeakel, second by Yoder.

Director's report - Kelsey Pruitt
1) AHS scholarship volunteer program. Plan is to provide 3 students with a $700 scholarship (each) in return for 20 hours of volunteer work at the library. (see attached sheet for duties and responsibilities). The school will reach out to students they feel could benefit from this opportunity.

2) Landscaping. Staff is happy overall with the work being done. New river rock by side door is not wanted so landscapers will put in a low flowering shrub.

3) Per capita checklist. Reviewed Chapter 3 - Personnel

4) Staff training. Library was closed on October 10 for this training.

The bills were approved on a motion by Singer, second by Stewart

Old business. Made note that staff receives compliments daily on the look of the library.

New business

1) Holiday schedule. Christmas and New Year's Day are on Sunday so the library will be closed on Monday, December 26 and Saturday, December 31.

2) Newspaper archive. Thinking of putting these archives on the library website. Would cover 1888-2017 at this point. Would need to purchase upgrades to do this which was approved on a motion by Singer with a second by Yeakel.

3) Check fraud. The State Bank of Arthur notified Cathy about a couple of checks that they received that were flagged as fraudulent. A hold was put on the account and the money was returned to the account. Somehow the library's bank account number and routing number plus the signatures of Cathy and Adam who must have copied that information and made their own check. Figured it could have been someone in an office of one or our vendors or someone the library had paid for services. Upshot is that the old account was closed and a new account with new numbers was opened. New signature cards were signed at the bank by Cathy, Beth and Adam. The fact checks have been filed away and while they were for a significant amount of money making these transactions a felony but they were cashed at a Bank of America and we have been told that there is pretty much no way of tracking them. A decision will be made as to whether to talk to Chief of Police Mike Goodman as to whether a police report should be filed.
Meeting was adjourned at 6:34 p.m. on a motion by Yoder, second by Singer.

Respectfully submitted,

Martha K. Yeakel, Secretary