

HALF HOLLOW HILLS COMMUNITY LIBRARY

MONTHLY MEETING AGENDA

Wednesday, June 21, 2023

6:30 PM

- I. Call to order.
- II. Executive Session if motion approved by majority of Trustees present for discussion of items relevant to Executive Session.
- III. Reading, amendment, if necessary, and approval of the minutes of the Regular Board Meeting on May 22, 2023.
- IV. Correspondence & comments from visitors.
- V. Ratification of Abstract No.1186 - \$
Approval of Abstract No. 1187 - \$
Approval of Abstract No. 1188- \$
Approval of Abstract No. 1189- \$
Approval of Abstract No. 1190 - \$
Ratification of Payroll Warrant - No.1530 dated \$
Ratification of Payroll Warrant - No.1531 dated \$
- VI. Financial Report
 1. Covid Pay – Discussion
- VII. Old Business
 1. DEI Training – Resolution to hire April Francis to provide a 3-hour Diversity, Equity, and Inclusion presentation for the staff in the Fall of 2023 at a cost not to exceed \$750.00.
- VIII. New Business
 1. Contingent Library Director – Recommendation to appoint Margaret Hartough as Contingent Library Director and to reinstate Charlene Muhr as Assistant Library Director effective June 12, 2023.
 2. Security System Service Agreement – Recommendation to renew a one-year security system agreement with Security Management Systems, Inc. from July 1, 2023 – June 30, 2024, at a cost not to exceed \$15,480.00.

3. Sophos Additional Email Security – Recommendation to purchase Sophos Email Security licensing at a cost not to exceed \$6,200.00.
4. Cleaning Service Contract – Recommendation to hire the winning bidder (TBD) to provide a 2-year cleaning service contract for both library locations from July 1, 2023 – June 30, 2025, at a cost not to exceed \$ (TBD).

IX. Building Project

X. Operations

1. Department Monthly Reports
2. Department Monthly Statistics
3. Staffing Update – Discussion
4. Transition Issues Related to Director and Assistant Director - Discussion

XI. Personnel Reports

1. Revised May
2. June

XII. Adjournment