

HARRISON DISTRICT LIBRARY - BOARD MEETING

Director, Bissonnette
Assistant Dir. Loomis
President, House
Treasurer, Foote
Secretary, Winters
Trustee Hoyt
Trustee Richards
Trustee Wood

UNAPPROVED

Regular Meeting – Regular meeting October 22, 2024, at 9:30 am

Present – Director Sheila Bissonnette, Assistant Director Nick Loomis, President Nancy House, Secretary Mary Winters, Trustee Deb Hoyt, Trustee Diane Wood.

Absent – Treasurer Rick Foote

Public – None

Public Comment: None

Agenda: It was moved by Trustee Don Richards and seconded by Secretary Winters to approve the agenda as presented. Ayes all. Motion carried.

Consent Agenda: Trustee Wood made the motion to approve the consent agenda. Trustee Richards supported the motion. Ayes all. Motion carried.

Old Business:

A. **Library Update:**

Nick provided a brief update regarding any building concerns. There was a leak in the basement stairway area. The problem seemed to be related to an area of the soffit that came loose. Terry was able to fix the leak. The area has remained dry.

On Friday, October 18th, Sheila received a call from Members First Credit Union regarding fraudulent check activity. A person in Friends Nebraska received a check from the Harrison District Library for \$4,200.00. The person didn't understand why she would receive a check from HDL. She was concerned regarding the check and called MFCU. MFCU contacted Sheila immediately. The checking account was immediately secured to prevent any additional transactions. Nick and Sheila met with Magan Bacon at MFCU on Monday to work through the details of how to process payroll with our checking account being compromised. Magan printed us enough new checks to process payroll by check. The new checking account number is now in place. New checks should arrive in a few days.

New Business:

A. **Review/Approval of the Public Comment Policy:**

Trustee Don Richards made the motion to approve the public comment policy with corrections. Secretary Mary Winters provided support for the motion. Ayes all. Motion carried.

- A. **Review/approval of revised language of breaks and meals policy:** Secretary Mary Winters made the motion to approve the breaks and meals policy as presented. Trustee Don Richards provided support for the motion. Ayes all. Motion carried.
- B. **Review/approval of revised paid time off policy:** Trustee Don Richards made the motion to approve the revised paid time off policy as presented. Trustee Diane Wood provided support of the motion. Ayes all. Motion carried.
- C. **Review/approval of educational agreement:** Trustee Wood made the motion to approve the educational agreement with revisions. Secretary Winters provided support for the motion. Ayes all. Motion carried.

Public Comment: No public comment.

It was moved by Trustee Wood and seconded by Trustee Debra Hoyt to adjourn the regular meeting at 10:26 am. The next meeting will be on November 26, 2024, at 9:30 am.

Library Director,
Sheila Bissonnette, MLIS