

## Record of Proceedings

**Adams County Public Library  
Board of Trustees Regular Meeting  
West Union Public Library  
August 11, 2021– 5:30 p.m.**

The Adams County Public Library Board of Trustees met on August 11, 2021, at 5:30 p.m. for a regular meeting at West Union Public Library.

Phil Rhonemus called the meeting to order. Members present were Linda Worley, Alan Foster, Elaine Lafferty, David Hook, and Linda Stepp. Others present were Executive Director Nicholas Slone and Fiscal Officer Amy Werring.

Josie Winterhalter was excused.

Minutes of the previous Board of Trustees meeting were reviewed and discussed.

**Motion #1** made by Linda Stepp, seconded by David Hook **to approve the minutes of the special meeting held June 21, 2021.** Motion carried. All yeas.

**Motion #2** made by Elaine Lafferty, seconded by Alan Foster **to accept the financial reports of the Fiscal Officer and approve the payment of bills.** Motion carried. All yeas.

**Motion #3** made by Alan Foster, seconded by Linda Stepp **to approve the appropriation transfers recommended by the fiscal officer retroactive to dates as follows:**

6-7-21 \$1500.00 from 1000-100-322-1000(Postage) to 1000-100-325-1000(Advertising)  
6-15-21 \$10.00 from 1000-100-322-1000(Postage) to 1000-100-325-1000(Advertising)  
7-6-21 \$500.00 from 1000-100-379-1000(Other-Prof. Serv) to 1000-100-390-1000(Other- Purch. Serv)  
7-14-21 \$705.00 from 1000-100-324-1000(Printing) to 1000-100-325-1000(Advertising)  
7-15-21 \$500.00 from 1000-100-331-1000(Maint/Rep Fac) to 1000-100-332-1000(Maint/Rep Equip)  
Motion carried. All yeas.

**Motion #4** made by Linda Worley, seconded by Alan Foster **to accept donations, acknowledge volunteer services, and to approve library support group activities as requested.** Motion carried. All yeas.

### Old Business

Nick provided an update on our pandemic services policy. At this time the staff are wearing masks when in the building or within 3 feet of patrons during outside programs. The board asked Nick to request that employees that remain unvaccinated supply a weekly negative COVID test.

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### New Business

**Motion #5** made by Linda Worley, seconded by Elaine Lafferty **to approve the assignment of Julia McCane-Knox as Assistant Director-in-Training.** Motion carried. All yeas.

6:11p.m. **Motion #6** made by Alan Foster, seconded by David Hook, **to enter into Executive Session to discuss the employment and compensation of employees. Roll call, Phil Rhonemus-yea, David Hook-yea, Linda Worley-yea, Alan Foster-yea, Elaine Lafferty-yea, and Linda Stepp-yea**

6:29p.m. Reconvene in regular session.

**Motion #7** made by Alan Foster, seconded by Linda Stepp, **to approve the hiring, retroactively, of the following staff:**

Marilyn Thomas, Library Assistant Level, \$10.13/hour, 1.0 FTE assignment, effective 6-13-21

Tina Brock, Library Clerk Level 1, \$9.68/hour, .725 FTE assignment, effective 6-28-21

Kennedy Jones, Library Clerk Level 5, \$10.37/hour, .725 FTE assignment, effective 7-2-21

Emily Collett, Library Clerk Level 5, \$10.37/hour, no fixed assignment, effective 7-6-21

Amy Phipps, Library Page, \$9.68/hour, no fixed assignment, effective 7-21-21

Megan Throckmorton, Library Assistant Level 5, \$11.19/hour, 1.0 FTE assignment, effective 7-26-21

Motion carried. All yeas.

**Motion #8** made by Linda Worley, seconded by Alan Foster, **to accept the resignation, retroactively, of the following staff:**

Eugenia Gordley effective 6-15-21

Nicassa Shaw effective 7-14-21

Marilyn Thomas effective 7-20-21

Tina Brock effective 8-6-21

Motion carried. All yeas.

The board expressed sincere appreciation and gratitude for the long-time service of Eugenia Gordley with the Adams County Public Library. They requested Nick send a letter expressing those sentiments.

**Motion #9** made by Linda Stepp, seconded by Alan Foster, **to approve the change of assignment, retroactively, of the following staff:**

Amy Sheeley to Youth Outreach Specialist, \$22620.00, 29 hours/week, effective 7-4-21

Allison Burton to Library Assistant Level 3 at North Adams, \$10.78/hour, 1.0 FTE, effective 7-5-21

Raymond Dunn to Library Assistant Level 6 at North Adams, \$11.31/hour, 1.0 FTE, effective 7-19-21

Anna Young to Library Assistant Level 13 at Manchester, \$12.94/hour, 1.0 FTE, effective 7-19-21

Motion carried. All yeas.

**Motion #10** made by Alan Foster, seconded by Linda Stepp, **to amend policy section 3.130 Conditions of Employment, removing brother-in-law and sister-in-law and**

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**insert the stipulation, after a consultation with library legal counsel, prior to implementation, that the candidate supply proof of vaccination before employment.** Motion carried. All yeas.

**Motion #11** made by David Hook, seconded by Elaine Lafferty, **to approve the library's participation in the Emergency Connectivity Fund (ECF) Grant for 280 hotspots at 100% funding.** Motion carried. All yeas.

6:38p.m. **Motion #12** made by Alan Foster, seconded by David Hook, **to enter into Executive Session to discuss the employment and compensation of employees. Roll call, Phil Rhonemus-yea, David Hook-yea, Linda Worley-yea, Alan Foster-yea, Elaine Lafferty-yea, and Linda Stepp-yea**

6:50p.m. Reconvene in regular session.

**Motion #13** made by Alan Foster, seconded by Linda Stepp, **to require the library's unvaccinated employees to provide library administration with the results of a weekly COVID test to protect the general public safety, patron and staff safety.** Motion carried. All yeas.

### Adjournment

**Motion #14** made by Linda Worley, seconded by David Hook, **to adjourn the meeting.** The board will meet in regular session at the Manchester Public Library on Wednesday, September 8, 2021 at 5:30 p.m.

**Secretary**

**President**