

Minutes from the Regular Meeting  
Prairie Skies Public Library District  
Ashland Location  
February 13, 2024

The regular board meeting was called to order at 6:05 pm by Jan Davis.

Attendance:

Trustees Present: Jan Davis, Diane Hatcher, Robert Butcher, Rachel Kocis

Trustees Absent: Kevin Kesselring, Jon Klepzig, Jennifer Petefish

Staff Present: Cindy Boehlke, Director; Kelly Greene, Board Clerk; Aaron Houser, Librarian

Visitors: None

Regular Agenda Items: The agenda was approved as amended on a motion by Butcher, seconded by Hatcher.

Approve Previous Minutes: Minutes from the regular meeting held December 12, 2023 were approved as amended on a motion by Butcher, seconded by Hatcher. Due to weather conditions, the January meeting was cancelled.

Financial Report:

Prepared and presented by Kelly Greene for December 2023 and January 2024.

Submit Bills:

Bills submitted for tonight were submitted totaling \$6,528.60 and \$6,203.71 for January 2024. Motion to pay bills by Butcher with a second by Hatcher.

Ayes: Davis, Hatcher, Butcher, Kocis Nay: 0 Absent: Kesselring, Klepzig, Petefish

Administrators Report: Boehlke presented the report of Library Statistics for the prior month. Boehlke provided her report of activities at the branches, upcoming events, and staff attendance at workshops in her absence.

- An update was given on recent programming and outreach activities, including STEM activities completed in December, and beginning plans for the Summer Reading Program.
- Cindy attended a Family Dinner Project Grant meeting.
- A review of records is being completed and has been submitted to the Local Records Commission for approval for disposal of unneeded records.
- Discussions are being held related to plans for Dorothy's Garden in memory of Dorothy Newell.

Committee Meetings: The Technology Committee met and discussed that regular replacement of public computers will continue and that digitizing the microfilm is a priority, but moving of the fax line is not a priority at this time.

Committee Reports:

Personnel Committee will meet March 12, 2024 at 5:45pm.

### Friends of the Library

Friends had a book sale in Ashland that generated around \$200.

### Old Business

The review of closed minutes was completed by Hatcher and Butcher and the decision was made to keep them closed.

### New Business

Cindy mentioned that a statement had been received on an old credit card account from PNC Bank, that had a zero balance. On a motion by Butcher, seconded by Kocis it was approved to close the account.

### Executive Session

On a motion by Hatcher, seconded by Butcher, the Board entered Executive Session at 6:30pm for the purpose of discussing replacement of Kelly Greene as Board Clerk, as she has given her notice to leave the library after the fiscal year end of June 30, 2024. Discussion have been held with Jody Canny, a local accountant that will take care of payroll, bill payments and financials. The Director along with the assistance of the Board will handle monthly board minutes, annual ordinances and budget calculations. At 6:42pm, on a motion by Butcher, seconded by Hatcher, it was voted to return to open session. On a motion by Butcher, seconded by Kocis, it was recommended to hire Jody Canny as an independent contractor at a monthly rate of \$500 and for payroll processing through Quickbooks at a rate of \$87 per month.

Ayes: Davis, Hatcher, Butcher, Kocis Nay: 0 Absent: Kesselring, Klepzig, Petefish

On a motion by Butcher, seconded by Hatcher the meeting was adjourned at 6:52pm.

The next meeting will be held March 12, 2024, at 6:00pm, in Pleasant Plains.

Respectfully submitted,

Kelly S. Greene  
Board Clerk