

**Library Board Minutes**  
**Tuesday March 14, 2023**  
**Sherman Public/School Library**

Members Present: Chair Arla Melzer, Kristie Coelsch, Sheri Carlson, Janet Pinkerton, Joan Bird

Guests: Kim McKinney, Wes Owens, Jessie Fields

Meeting was called to order by Chair Arla Melzer at 2:02 p.m.

**Approval of Minutes:**

Sheri Carlson moved to accept the minutes as presented from the February 8, 2023 meeting. Janet Pinkerton seconded the motion. Motion passed unanimously.

Old Business:

Window Leak: Joan report the County is waiting to hear from the window contractor. After inspection, window and seals are to be replaced.

Library Position Description:

Arla prepared drafts for library positions and submitted to Wes Owens. Wes had asked for listing of duties for each position, and then would incorporate into a District position. The Library Board reviewed a draft position description for Library Director as presented by the District. Descriptions are not complete and it was stressed by Mr. Owens they need to be reviewed and discussed with the District classified employees representatives. Descriptions need to be approved by the representatives before implemented and advertised. Hours for the positions were discussed and was suggested 28 hours for the Public Library Director and 22 hours for the Public Library Assistant. More to follow on the positions as the District continues negotiations. A suggestion in the wording within the Director position was discussed. Currently it states some of the duties of the Director are preparing and administering the *public school library budget* and present to County Court for approval. It was suggested this be changed to “*prepare and administer Sherman County Public/School Public library budget* and present to County Court for approval”.

Questions were asked about funding that is remaining in the Public Library budget for FY 22-23. Kim had questions as to whether the County had paid the full budgeted amount to the District for the fiscal year. Joan will verify with County Financial Officer.

Work session: Board agreed there was not a definite need for work sessions in the near future.

Public Comment: None given

Meeting was adjourned at 2:47 p.m. Next meeting will be Wednesday, April 12<sup>th</sup>.

Submitted by Joan Bird