

Pease Public Library Board of Trustees

Date: January 31, 2023, 4:00pm- Special Meeting

I. Call to Order

- a. Roll call, introduction of guests, approval of agenda-Quentin, Doug, Charlene, Diane
- b. Correspondence- None
- c. Public Comment (as allowed by Chair)-None

II. Reports

- a. Financial (see statements). NA
- b. Director's Report-
 - i. Circulation Statistics- NA
 - ii. Personnel –
 - 1. Non-public- NA
 - iii. Programming –
 - 1. NA
 - iv. Maintenance –NA

III. Action Items: those needing motions and vote

- a. **Will the Library Trustees vote to accept the revised job description of Librarian Cataloger as written? YES...**Motion-Quentin, **2nd**-Doug, No questions, All in favor
- b. **Will the Trustees vote to accept the revised job description of Archivist and Reference Librarian/Assistant Library Director as written?**
YES...Moved-Quentin, 2nd-Doug, No questions, All in favor

IV. New Business- NA

V. Summary List of decisions made, directives and actions to be completed with deadlines

- a. Personnel Action Forms signed by Trustees for Rebecca and Allison
- b. Job Posting/Requirements shown to Trustees

VI. Announcements- Chess club has been successful! Largest showing yet this past week

VII. Next Meeting Date: Feb 16, 2023 @4:00 pm

VIII. Adjournment-4:14