



## Town of Penhold Library Board Meeting

Wednesday, April 24, 2024

@ 6:30 pm / Library

### AGENDA

1. Additions to the Agenda (6:35 pm)
  - Approval of the Library Agenda
2. Changes to Minutes Wednesday, March 27, 2024 (6:40 pm)
  - Approval of Minutes
3. Correspondence (6:45 pm)
  - Information:
  - Action:
4. Financial (7:00 pm)
  - Master Card Records
  - Reconciliation for 2024 March
  - 2024 Budget vs Actual
5. CESD (7:10)
  - Committee Update and Board Conversation
6. Governance Policies (7:20 pm)
  - Policy Review Process - Geralis
  - Revision signatures for:
    - 3.2 Facility Use by Public
    - 2.9 Financial Management
    - Bylaws
  - Policy 6.12. Salary and Wages (6.13. Performance Reviews – for information)
    - Employee Performance Review Process
    - Policy 6.12. Salary and Wages - Revision
      1. How are wage increases administered?
      2. Requirements for staff to move up in the scale
  - Policy 7 Summer Programmer Policy
  - Summer Programmer Job Description
  - Plan of Service Review
7. PRL 65 Anniversary
8. Manager's Report (7:55 min)
9. Next Meeting May 22, 2024 @ 6:30 pm