

Berlin Public Library Board of Trustees  
November 10, 2021  
Kay Swan Meeting Room

The Berlin Public Library Board of Trustees meeting was called to order by President Kay Roethel at 4:30 pm. This was a virtual meeting through Zoom. In attendance were Trustees Blazel, Cartwright, Draves, Malchetske, Rainboth, and Roethel. Trustee Guertler was excused. Also in attendance were Library Director Chris Kalupa and City Council Liaison Kristina Boeck.

Public present: None

Moved by Rainboth, seconded by Blazel to approve the minutes of the October, 2021 meeting. Passed.

Moved by Malchetske, seconded by Blazel to accept the monthly bills for October. Passed.

Moved by Rainboth, seconded by Draves to accept the Treasurer's report for October. Passed.

Library Director's Report: complete copy attached to official minutes.

Trustee Draves reported on the activities of the Friends of the Library: successful book drive, preparing for the membership drive, sponsoring a Harry Potter-themed tree in Nathan Strong Park, gifts to staff, and an upcoming annual meeting on November 22.

Moved by Malchetske, seconded by Rainboth to approve the 2022 library budget. Passed.

Moved by Cartwright, seconded by Malchetske to approve the 2022 staff salaries. Passed. Additional discussion ensued regarding the discovery that 6 of 9 library positions have been underpaid over the past 3 years compared to the City's pay scale. The library is able to bring all of these salaries to where they should be in 2022 from its salary budget without affecting other line items in the budget. The Board discussed making those who were underpaid "whole". Director Kalupa will work on getting prior salary schedules to calculate the amount that was underpaid to employees who are still working for the library. The Board felt it appropriate to attempt to make these employees whole.

Moved by Draves, seconded by Cartwright to approve the 2022 calendar. Passed.

Moved by Cartwright, seconded by Malchetske to authorize the Director to contract for painting of the upstairs and downstairs hallways for a cost of \$1200 - \$1500, depending on the fluctuating cost of paint. Passed.

Moved by Malchetske, seconded by Draves to approve up to \$100 from the library trust to get a gift for Cindy Wallace who is retiring from WCTS. Director Kalupa will arrange for the gifts which will likely include a gift certificate to a local restaurant and some other item to commemorate her service. Passed.

Business for future agenda:

- Discussion of setting up an endowment with trust funds to ensure that the library's trust assets are used for their intended purpose of library services and not for building maintenance which is the City's responsibility.
- Discussion of how to make current employees whole for any prior salary shortage over the past 3 years.

Moved by Cartwright, seconded by Malchetske to adjourn at 5:20 p.m. Passed.

Respectfully submitted,  
Carrie Blazel, Trustee