



## Canton Public Library Board of Trustees General Meeting Minutes

**August 18, 2023 – 7:30 PM**

The Chairperson, A. Iqbal, called the meeting to order at 7:30 PM.

Present: N. Eggenberger, A. Iqbal, C. Spas, A. Watts

Also Present: E. Davis, M. Nicholson

### **CALL TO AUDIENCE**

Present: K. Bounds, L. Golden, D. McHugh, C. Swanberg

No comments

### **APPROVAL OF AGENDA**

The agenda was approved by unanimous consent.

### **APPROVAL OF GENERAL MEETING MINUTES**

The minutes were approved by unanimous consent.

### **COMMUNICATIONS**

None

### **DIRECTOR'S REPORT**

Library financials are in good shape. The Township thanked the Library for their participation in *Tuesday are Terrific*, a successful summer-long event. E. Davis reminded the Board that there will be two board meetings on September 21, the regular session and a budget hearing.

### **TRUSTEE COMMENTS**

In reviewing the proposed updates to the Employee Policy Handbook, A. Iqbal enquired about religious accommodations and why they were not addressed in the handbook's accommodation section. M. Nicholson explained that the accommodations section deals with disabilities, not religious practices. She assured A. Iqbal that the library is obliging to both staff and patrons who require time and/or space to pray, and that requests for time off for religious holidays are regularly granted. A. Iqbal enquired if there is a formal acknowledgement of the changes to the handbook and M. Nicholson responded that yes, all employees of the library are required to sign an acknowledgment which states they have received the handbook, are responsible for reading and understanding it, and agree to be bound by the policies.

### **COMMITTEE REPORTS**

None

## **UNFINISHED BUSINESS & GENERAL ORDERS**

None

## **NEW BUSINESS**

***Approve Employee Policy Handbook*** – N. Eggenberger moved and A. Watts supported a motion to approve the revised Employee Policy Handbook.

**The motion passed unanimously 23/8-17-1**

### **Discussion Item: 2<sup>nd</sup> Draft of 2024 Budget and 2025-26 projections**

D. McHugh cited some minor adjustments to the budget to reflect higher than expected income in both Material Replacement and Interest income, with a corresponding incremental increase to the Library Materials expense.

**Discussion Item: 1<sup>st</sup> reading of 2024 Calendar of Library Closures and Board Meetings** – Present board members agreed the calendar looked good. It will be brought to the September meeting for further review.

## **CALL TO AUDIENCE**

No comments

## **ADJURN**

The meeting was adjourned at 7:53 PM.

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Claire Spas, Secretary-Treasurer