

Cloquet Library Board Minutes

Date: Tuesday, September 24, 2024

Members Present: Steve Korby, Mary Hagen, Gerard Sordelet, Don Walsh, Kathy Blais

Members Absent: Barb Lammi

Others Present: Courtney Dietsche, Library Director

I. The meeting was called to order at 3:34 pm by President Mary Hagen.

II. Approval of minutes: A motion was made by Steve Korby and seconded by Don Walsh to approve the minutes of the August 27, 2024 meeting. The motion was approved.

III. Approval of Bills: A motion was made by Steve Korby and seconded by Don Walsh to approve the bills for September 2024 in the amount of \$10,093.11. Each board member approved.

IV. New/Unfinished Business

- Election of vice president: a motion was made by Steve Korby to elect Gerard Sordelet to the position of vice president for the Cloquet Library Board. Mary Hagen seconded the motion and the motion was approved.
- MOE funding letter: A Maintenance of Effort letter was provided to the Library Board as information only. The letter from the MN Department of Education State Library Program Specialist certifies that the 2025 minimum level of financial support for the library from the City of Cloquet is being provided.
- Approve Petty Cash Policy 1012: A motion was made by Gerard Sordelet to accept the policy as presented. There was a second by Don Walsh and the motion was approved.
- Approve No Smoking Policy 1014: A motion was made by Gerard Sordelet to accept the policy as presented. There was a second by Steve Korby and the motion was approved.
- New employee through JET program: JET was formerly known as Northeast Minnesota Office of Job Training. Natalie started working at the library recently and is being trained in. She will work approximately 13 hours a week. The JET program covers her salary.
- An application for the empty seat on the Cloquet Library Board has been submitted and reviewed by the board. A motion was made by Steve Korby to recommend the applicant. Gerard Sordelet seconded the motion and it was approved. The application will be sent to the Cloquet City Council for its approval.
- Tornado and other emergency protocols were discussed. Courtney will seek guidance from the Cloquet Police and/or Fire Departments to clarify these protocols.

V. Librarian's Report:

VI. Events—see calendar

The next meeting of the Library Board is scheduled for Tuesday, October 29, 2024 at 3:30 pm in The Hemingway Conference Room.

Following a motion by Gerard Sordelet, a second by Don Walsh, and approval of the motion, the meeting was adjourned at 4:11 pm.

Respectfully submitted,

approved:

Kathy Blais, Secretary