

WACL Board Meeting Minutes
August 19, 2024

- I. Call to Order – called to Order at 6:36 p.m. by Mary Ann
 - a. Attendance: Aleks, Juliana, Erin, Kay, Mary Ann, Zac, Bob, Michele
 - b. Excused: Skip
- II. Approval of Minutes – Motion to Approve –Mary Ann, 2nd- Erin, **Approved unanimously**
- III. Treasurer’s Report & Approval of Financials
 - a. As of 7/31, cash balance - \$347,576; American Funds, as of 8/16 - \$615,221
 - b. Motion to Approve Kay-; 2nd - Zac; **Approved unanimously**
- IV. Director’s Report – engaged in contract with Insperty for some HR services, on a month-to-month contract, parking lot project was completed, FFYL is progressing, update on collections and circulation
- V. Committee Updates
 - a. Governance – Director Evaluation was signed on August 9 by the Director and Board President; there will be 2 open seats for NF board members, brief review of board manual, list of policies have been approved by Governance and will be voted on under Old Business
 - b. Building and Grounds – parking lot was completed, 2 HVAC units need parts
 - c. Finance – met to review 2025 budget
- VI. Old Business
 - a. Vote to Approve Succession Plan
 - i. Approved Unanimously
 - b. Vote to approve Director’s Job Description
 - i. Approved Unanimously
 - c. Vote to Approve Policy Updates
 - i. Volunteer Policy & Prospect Letter
 1. Approved Unanimously
 - ii. Annual Director Review Policy
 1. Approved Unanimously
 - iii. Audit Policy
 1. Approved Unanimously
 - iv. Programming Policy
 1. Approved Unanimously
 - v. Alcohol Consumption Policy
 1. Approved Unanimously
 - vi. Donations, Bequests, Gift Policy
 1. Approved Unanimously
 - vii. Hotspot Policy
 1. Approved Unanimously
 - viii. Loan Period and Notices Policy
 1. Approved Unanimously

Approved by the Board of Directors on September 16, 2024

- ix. Proctoring Policy
 - 1. Approved Unanimously
- x. Tutor Usage Policy
 - 1. Approved Unanimously
- xi. Unattended Child and Vulnerable Adult Policy
 - 1. Approved Unanimously
- xii. Active Shooter Policy
 - 1. Approved Unanimously
- xiii. Cash Handling Policy
 - 1. Approved Unanimously
- xiv. Customer Service Policy
 - 1. Approved Unanimously
- xv. Nepotism Policy
 - 1. Approved Unanimously
- xvi. Whistleblower Policy
 - 1. Approved Unanimously
- xvii. Employee Improvement Plan
 - 1. Approved Unanimously

VII. New Business

- a. Review Proposed 2025 Budget
 - i. Review and discussion of proposed budget
- b. Board Handbook
 - i. Review of handbook
- c. Slate of Officers
 - i. President – Kay
 - ii. VP – Skip
 - iii. Treasurer – Zac
 - iv. Secretary - Aleks
- d. Vote to Approve changes to Employee Handbook
 - i. Motion – Erin; 2nd – Kay; Approved Unanimously

VIII. Adjournment

- a. Motion to Adjourn, Zac- 1st, Mary Ann- 2nd; **Approved unanimously;**
Adjourned at 7:53 p.m.