

Genoa Public Library District

Board of Trustee Emergency Meeting Minutes

December 11, 2021

- I. CALL TO ORDER – Meeting was called to order at 9:02 am by Vice-President Donna Bradshaw. Trustees present: Julie Leffelman, Steven Veeneman, and Jennifer Lechelt. Trustees Absent: Jim Hansen and Isabella Giannelli. Also present: Library Director Jen Barton.
- II. APPROVAL OF AGENDA – Steven moved to approve the agenda, second by Jennifer. Vote: Yes/4, No/0
- III. PUBLIC COMMENT – None
- IV. PRESENTATIONS – None
- V. NEW BUSINESS
 - i. Jen shared that during our quarterly HVAC service visit from Smith-Dahlquist, Inc., the service tech discovered cracks in the heat exchangers of both tenant furnace units. This poses a life safety issue as dangerous gases can leak out of those cracks into the living units instead of being exhausted to the outside. Jen shared a proposal from Smith-Dahlquist, Inc. to replace both tenant furnace units and recommended that the Board approve the proposal so that the units can be replaced in a timely manner. Julie made a motion to accept the proposal from Smith-Dahlquist, Inc. to replace the (2) tenant furnace units at a total cost of \$5,800 using funds from the Special Reserve and to authorize Library Director Jen Barton to purchase an extended warranty for the furnace units, if one is available. Second by Steven. A roll call vote was taken: Steven-yes, Julie-yes, Jennifer-yes, Donna-yes
- VI. ADDITIONAL DISCUSSION
 - i. Jen suggested making a change to our Authority to Spend policy to include language that would grant the library director a higher spending authority amount with the approval of two trustees only in the case of a life safety issue as it pertains to the tenants and their living spaces. The Trustees present expressed that they would consider a draft amendment at the next Board meeting provided that the draft had been vetted by our library attorney prior to its presentation.
- VII. ADJOURNMENT – The meeting was adjourned in due form at 9:31 am.

Next Meeting: December 21, 2021