

**Almond Twentieth Century Club Library Board Meeting
Executive Session – March 31, 2022**

In attendance: Elva Owlett – Library Board President, Eric Ewald – Library Board Vice President, Julie Phillips - Library Board Trustee, Linda Staiger - Library Board Trustee, Valerie Ewald – Bookkeeper (as requested by Board).

Meeting called to order at 8:53 p.m.

- **Keys** - As Rhiley has completed her probationary period, it was decided that she should be given keys to the building, office and file cabinet to enable her to access needed paperwork at her convenience. It was also decided that once Connor has completed his probationary period, he should be given a key to the safe so that he can access petty cash in Mary Jo's absence.
Eric motioned, Linda seconded - passed.
- **Bookkeeper Transition**
 - In preparation for Val's departure from the role of Bookkeeper, Rhiley Langworthy will be added to the Community Bank account so that she can take over the paying of the bills and banking. At that point, Valerie will be removed from the bank account. Eric motioned, Linda seconded - passed.
 - Rhiley Langworthy will also be added to the Serv-U bank account so she can perform banking duties as pertaining to the bookkeeper's position. At that time, Valerie will be removed from the account. Eric motioned, Linda seconded - passed.
 - It is Valerie's intention to be finished with her tenure as bookkeeper by May 7, 2022.

Meeting adjourned at 9:14 p.m. - Eric motioned, Julie seconded.