Minutes of the November 2, 2021 Regular Meeting

of the

Library Board of Trustees

Members Present: Nancy Germain, Beth Knapp, Karen McComb, Toni Morrison,

Kathy O’Connell, Amy Peters, Nancy Seifts, Nancy Welch.

Members Absent: None

Staff Present: None

Guests Present: None

Meeting Called to Order at 4:01 p.m.

1. Public Comments: None.
2. Motion to approve the Minutes of the October 5, 2021, made by N. Welch, seconded by B. Knapp and passed unanimously.
3. Friend’s Report: None
4. To date there has been no response from the Friends to K. McComb’s note regarding continuation of Friends funding.
5. President’s Report – K. McComb
   1. Reminder of Mandated Trustee Training: upcoming dates are 11/16 and 12/14 from 5:00 – 6:30 pm via ZOOM.
   2. Nancy Seifts title will now be Finance Officer, due to the Hamilton County being the Treasurer for the Library.
6. Committee Reports:
   1. Finance – N. Seifts
      1. Stated that revenues are up as are expenditures.
      2. A $400 donation was received from Camp Fowler.

c. The application for the SALS building grant in the amount of $5000 was completed – if awarded to the library the funds will be used for landscaping.

d. K. McComb questioned the need to create a reserve fund for the eventual replacement of the digital sign – N. Seifts will investigate this possibility, item was tabled for future action.

* 1. Collection – Next meeting scheduled for November 18th. All books removed from the Collection must be removed in accordance with the Collection Policy.
  2. Publicity –No report.
  3. Building – K. O’Connell
     1. K. O’Connell asked about the progress mural proposal for the library wall based on the fact that a deposit was paid to the artist.
     2. B. Knapp reported that the school art painting project is ongoing and a wonderful addition to the children’s room. C. Stewart will be contacted to publicize the art show. N. Seifts suggested contacting Lake pleasant Youth Rec to see if they would also like to be involved in this project.
  4. Personnel – N. Welch
     1. The evaluation of the Library Director will be completed by the Board and reviewd in Executive Session at the December 7th Regular Meeting. Evaluation forms will be distributed by Nov. 15th and must be completed prior to the meeting.
  5. Fundraising – Holiday Stroll on Nov. 26th from 3 -7 p.m. at the library. Library will have a table to sell totes, books, etc. The following schedule of manning the library table is as follows: N. Welch 3-4pm, B. Knapp 4-5 pm, TBA 5-6pm, K. McComb 6-7 pm.
  6. Events/Programs –Trunk of Treats – 118 people attended. Thank you notes will be sent to volunteers.
  7. Community Involvement – No report.

1. Director’s Report – S. Matthews
   1. Report is attached.
2. Old Business
   1. A Motion to reaffirm the Collection Policy was made by K. O’Connell, seconded by N. Welch passed unanimously.
   2. K. McComb reviewed the following policies with the Board.
      1. Meeting Room Policy: Motion to reaffirm by K.O’Connell, seconded by N. Germain and passed unanimously.
      2. Internet policy: Motion to reaffirm made by N. Welch, seconded by A. Peters and passed unanimously.
      3. Equiment Disposal Policy: Motion to reaffirm made by N. Welch, seconded by N. Seifts and passed unanimously.
      4. Patron Conduct Policy: Motion to reaffirm made by N. Welch, seconded byN. Germain and passed unanimously.
   3. December Policies for review – these policies will be reaffirmed at the December meeting.
      1. Program Room Policy
      2. Volunteer Policy
      3. Reconsideration of Library Materials
      4. By-Laws.
   4. Holiday Stroll – see Fundraising above.
3. New Business – None
   1. Amy Peters and Nancy Germain will be retiring from the Board at the end of this year.

Motion to adjourn was made at 5:45 p.m. by N. Welch seconded by N.Germain and passed unanimously.

Respectfully Submitted,

Toni E. Morrison, Secretary