Minutes of the August 1, 2023, Regular Meeting

of the

Lake Pleasant Library Board of Trustees

Members Present: Karen McComb, Donna Benkovich, Beth Knapp, Toni Morrison

Kathy O’Connell, Pam Pooler, Nancy Seifts.

Members Absent: Florence Braunius

Staff Present: Katrena Cohea

Public Present: None

Meeting Called to Order at 3:00 p.m.

1. Public Comments: None.
2. Friends of the Library: No report.
3. Motion to approve the Minutes of the July 7, 2023 Regular Meeting was made by P.Pooler, seconded by D. Benkovich and passed unanimously.
4. Friends Report: None.
5. President’s Report – K. McComb
   1. K. McComb shared a thank you note from Sherry Matthews.
   2. K. McComb asked if any board members would volunteer to man the refreshments at Shakespeare in the Park.
   3. K. McComb reminded the Board of the upcoming Fabric and Craft sale at the Library on August 8th.
6. Committee Reports
   1. Finance – N. Seifts

N. Seifts informed the Board that the budget is in line for the time of year. Reports are attached. N. Seifts thanked K. Cohea for timely handling of bills/deposits.

K. McComb informed the Board that a charge account has been set up at C. J.’s for library use.

* 1. Collection – S. Matthews, T. Morrison,P. Pooler, R. Cook.

Next Collection Committee meeting will be held September 5th.

K. McComb shared that a donation of $1000 from The Barton family was recently received.

* 1. Publicity – D. Benkovich, B. Knapp

K. Cohea informedthe Board that a Itty Bitty Bigfoot Scavenger Hunt is on going at the Library.

K. McComb stated that K. Cohea is doing a great job of publicising the events at the Library.

* 1. Personnel – B. Knapp, F. Braunius

K. McComb shared the Hatfield Revised Director Evaluation Form. K. Cohea asked the Board when she needs to complete employee evaluations and was told that they should be completed by October 1st.

* 1. Fundraising – K. McComb, T. Morrison

K. McComb reported that the Gift Card Reffle has netted $402. And donations from the Farmers Market for books was $120. P.Pooler and N. Seifts will volunteer at the Farmers Market August 3rd.

* 1. Events/Programs – S. Matthews, B. Knapp, T. Morrison, D. Benkovich

Upcoming programs include the Fabric & Craft Sale (8/6),Quack-a-Palooza (8/16), Zoomobile (8/21), Friends of the Library Book Sale (8/25-26).

* 1. Community Involvement – P. Pooler

A request was received regarding using the library for music practice. Sessions would begin in Spetember and occur when the library is closed. A reservation form must be completed prior to practice.

1. Director’s Report – K. Cohea
   1. See attached.
   2. K. Cohea suggested additional signage for the library regarding book genres, etc. She would also like to purchase additional end cap shelving and perhaps signs that may be hung from the ceiling.
   3. K. Cohea related that she would like to see a large sign to use at programs to solicit donations as donations received at programs has been minimal.
2. Old Business
   1. Curio Cabinet – B. Knapp – a motion to purchase a curio cabinet for the library not to exceed the amount of $500 was made by K. O’Connell seconded by N. Seifts.
   2. Courtesy cards for non-residents - K. Cohea has been working with SALS to set up a program for temporatry cards for non-residents. To date, two courtesy cards have been issued.
   3. Childrens room renovation status – work is expected to begin on the lean to this winter. The back of the lean-to will have wooden shelving.
3. New Business
   1. Items to purchase:

Encap holders – A motion to purchase end cap sheling in an amount not to exceed $400 was made by P. Pooler, seconded by B. Knapp. Motion passed unanimously.

Signage for library events – tabled until next year

* 1. Gregg Dwyer Family Halloween events - $250 -$500. The Board passed on this.
  2. SALS Trustee Training (Strategic Planning) August 15th - Board members will have a watch party.
  3. Sara Dallas will be visiting during the October meeting.
  4. Tanisha on medical leave end of August. Looking for volunteers for 9/1.
  5. New Patron Welcome kit – K. Cohea is in the process of creating this for new card holders.
  6. State Aid Construction Grant – will focus on the walkway to connect both parking areas and focus on accessibility.
  7. K. Cohea will be out of the office August 18th
  8. Adding an “Adopt-a-Stuffie program. – TBD.-

Motion to adjourn was made at 4:45 p.m. by K.O”Connell, seconded P.Pooler and passed unanimously.

Respectfully Submitted,

Toni E. Morrison, Secretary

**The next Board of Trustees meeting will be Tuesday, September 5, at 4pm at the Lake Pleasant Library.**