Whitesville Public Library

Meeting Minutes July 17th, 2018

Meeting was called to order at 7:09pm with Karen Smith, Kayla Bissett, Joanna Clark, Sue Ellison and Kerry West in attendance .

Accepted minutes from June 2018 meeting. Sue motioned to accept the minutes. I seconded the motion.

**Financial Reports:** Financial Report from June was accepted. Kerry motioned to accept the report and Sue seconded the motion.

**Bills for review**: There were no bills for review.

**Director’s Report:** Due to extenuating circumstances, we were unable to submit an application for the 2018-19 Construction Aid grant. We will apply next year to have the playground and gazebo replaced/repaired. Karen will be calling Don Shea about coming to pump the septic tank due to problems with the toilet not flushing properly. The board decided that they could come pump without it being approved first. Chris Lukacz would like to lead a mother/daughter fairy garden program sometime this summer. Kerry motioned to accept the Director’s Report and I seconded the motion.

The meeting was recessed at 7:23. Reorganizational Meeting was called to order at 7:23.

Kerry motioned to vote Sue into office. I seconded the motion. Sue Ellison and Kerry West took their Oath of Office in front of Mary Bissett, notary. Officers were elected as follows:

Joanna Clark: President

Susan Ellison: Vice President

Kerry West: Treasurer

Kayla Bissett: Secretary

Kerry motioned for secretary to cast one ballot. Sue seconded this motion. All officer positions are filled.

The reorganizational meeting was adjourned at 7:32. The regular meeting was reconvened at this time. Sue motioned to reconvene and Kerry seconded this motion.

**Budget Committee Report:** Lori has approached Karen about asking the board for a raise since she has been working for us for 3 years without an increase. Currently she makes $2,500 yearly with an addition $400 for doing our tax returns.

**Building and Maintenance Report:** nothing to discuss

**Fundraising Report**: The Ice Cream Social will be help on August 15th from 6-8pm. The board will meet at the library at 5:15 to set up for the social. Joanna will be contacting the firehall about borrowing their tables and chairs. She will also be contacting Don Nelson to see if we can borrow his freezer. Sue will be asking Shorts if they can donate two gallons of ice cream again and the board will be purchasing a sugar free option. The board will be bringing baked goods and ice cream toppings. At the social, the board will have survey cards for the community to fill out asking: how often do they visit the library? What would they like to see changed/improved? and Do they have a library card? We will also have Sarah working the desk to issue any new library cards as well as allowing patrons to sign out books! Karen will also be ordering more library pens to hand out during the social as well as providing a brochure listing all that the library has to offer.

**Policy and Procedures Report:** nothing to discuss

**Old Business:** nothing to discuss

**New Business**:

1. The board received three letters for the empty board seat. Roger and Judy Easton kindly declined. Kristi Garis and Frances McAllister were both interested. The board voted in Kristi Garis due to more recent experience, but would like to extend an invitation to Fran to become the president of a new Friends group for the library.
2. The board discussed the need for a new person to mow the library lawn. It was decided that we would post on the town sign asking for someone to fill the position for the rest of the summer. The board also agreed that the position should be filled first come, first serve so that it can be done between now and August’s meeting.
3. Margo is available to speak to boards and directors on multiple topics. The board is interested in *Construction Aid & Facilities Planning, Collection Management,* and *Community Engagement & Service Development*. The board will see if she can come talk with us about these topics sometime in September.
4. Brian emailed about submitting letters for the Joseph Shubert Library Excellence Award. Karen has submitted a letter recommending STLS for this award.

**August’s board meeting will be on August 21, 2018.**

Meeting was adjourned at 8:17pm. I motioned to adjourn the meeting and Sue seconded the motion.