WHITESVILLE PUBLIC LIBRARY

MEETING MINUTES – OCTOBER 19, 2021

1. Meeting called to order at 6:03 In attendance: Karen Smith, Jan Talbett, Rebekah Hixson, Doreen Pensyl, Caleb Cutler, Chris Lukacz
2. Executive Session commenced 6:04 adjourned 6:21
3. Minutes September 2021 accepted – motion Doreen, second Rebekah passed 5-0
4. Director’s Report

-Furnace maintenance

a. Tony Hillyard contacted with no reply

b. Karen will contact Tony again, then Lindsay’s and Tim Shea

-Snow Removal

a. Two interested parties: Lucas Erdmann and Kaden Hess

b. Motion made to hire Lucas Erdmann with Kaden Hess as substitute by Doreen, second Jan passed 5-0

- Craft Class by Patrice Haskell November 13th. Guests will pay $5 each with remainder paid via Arts Grant

-Holiday Event

a. Suggested to hold at firehall with Magician

b. Find volunteer Santa Claus for pictures

c. Karen will coordinate date and time.

-Coordinated Outreach Services Grant

a. $250

b. purchase of Spanish/English books

-Girl Scouts Hosting Trunk or Treat 10/22/21 but library hands out free books and candy on Halloween therefore not participating in Trunk or Treat

-Usborne Book Fundraiser hosted by Jennie Jackson will enable library to earn free books when public purchases. All online, consultant run. Library will advertise on Facebook page.

-STLS Directors’ Advisory Council Damaged book policy

a. Enacting new policy that if book via inter-library loan is damaged/lost, damage/replacement fee will stay with library that loaned book, not where book originated.

b. Karen and Chris will create letter to email to STLS noting our disapproval of said policy on behalf of Whitesville Library Board Trustees.

-Director’s report accepted Motion by Doreen, second Caleb passed 5-0

1. Fundraisers

-Fall Craft Show

a. Customer Attendance down from spring show

b. Surveys indicate that most crafters/vendors would return. Some suggest inside location and food vendor

c. Total Raised: vendor fee-$385 Auction-$232 Book Donation -$41.50

 $658.50 - $75 (port-a-john) Total $583.50

d. Proceeds go to gazebo fund – motion Doreen, second Rebekah passed 5-0

1. Financial

-accept October report motion Rebekah, second Doreen passed 5-0

-Bills - P.O. Box Rent pay entire year $130 Motion by Caleb, second Jan passed 5-0

-Budget Update

a. National Fuel increase next year – adjust item line

b. Lori Bokan will come in to discuss budget next month for budget meeting. Doreen will coordinate time and date

1. Maintenance
* Camera still not online. Karen will contact Ken Reichman about resetting registration of equipment
* Generator – Installer has had family illness and will install generator as soon as possible
1. Policies and Procedures

-Long Range Plan needs updates. Will be amended and retyped for Nov Meeting. Motion by Rebekah Second Caleb passed 5-0

-Policy for Gratuities will be written for approval at Nov Meeting Motion Doreen, second Caleb passed 5-0

1. Old Business

-Record Retention – Chris and Doreen will familiarize themselves with records in cupboard to see what is needed for water/fire protection

-Library Aide Position

a. Commencing 1/1/22 Hire Library aide to work 8 hours per week, paid bi-weekly motion Chris, second Jan passed 5-0

b. Handbook of pertinent policies will be put together for Aide, Cleaner and Substitutes

-Library Organization

a. Children’s area looks good with new shelving

b. Excess book cleanout – Some books to be given out at Halloween. Karen will let Dave Talbett know when rest are ready to be delivered to Amish.

c. Art Donations – Notice was put in WCS Bylines that public has until Nov 1 to retrieve any artwork they want. Anything remaining will be disposed of after that time.

d. Canopy – Evonne Beiler donated but it is not a pop-up tent. Karen will contact Evonne to see if she would like it returned to her.

e. Will look at library décor updates after budget completed.

f. Jan has large storage bag to put Jays and Garden Tour flags in

g. Rain barrel could possibly be brought inside and used as plant shelf

1. New Business

-Library Director will be given $.70/hour wage increase commencing Jan 2022 Motion by Chris, second by Doreen Passed 5-0

Adjourn meeting 8:26 Motion made by Rebekah second Caleb passed 5-0

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