WHITESVILLE PUBLIC LIBRARY

MEETING MINUTES – March 15, 2022

1. Meeting called to order at 6:00 pm In attendance: Karen Smith, Jan Talbett, Doreen Pensyl, Rebekah Hixson, Christina Lukacz, Gay Thistle
2. Public Comment – Gay Thistle introduced herself and is running for Library Board Trustee position in May 2022
3. Minutes February 2022

-minutes accepted – motion Doreen, second Rebekah passed 4-0

1. Director’s Report

-Annual report accepted – motion Chris, second Rebekah passed 4-0

 -Generator will be finished 3/17 or 3/24. Library Aide may need to be here for

 Installation

* Library insurance audit passed
* Bicentennial List of activities reviewed. Request for library sponsoring vendor show voted on. Motion to NOT sponsoring vendor show made by Chris, Second by Doreen. Passed 4-0 Chris will notify Kim Howe.
* Petitions for library trustee position (due by April 18th) available at school
* Memorandum of understanding from Moving Forward Together Coalition for library use 2022 – 2023. Will benefit substance abuse clients in surrounding areas by providing a place for them to have appointments via telemed appointments.
* Motion to accept Director’s report made by Jan, second Rebekah passed 4-0
1. Fundraisers

--Reviewed status of Craft Show May 7th. Will use Fire Department for indoor spaces. Bake Sale will take place as well.

1. Financial

-Bank statement shows overdraft charges. Library has agreement with CBNA to auto transfer funds. They did not, resulting in overdraft charges. Lori resolved this and charges have been removed.

-Jan inquired why Debit card is used vs Charge card. Previous board members had voted on allowing Debit card use $100 or less.

-Noted that fuel bills are rising.

-Financial report February 2022 accepted motion by Rebekah, second Doreen

 Passed 4-0

 -No bills for review. Snowplowing bill not issued to date.

1. Building and Maintenance
* Camera Surveillance System – Caleb downloaded QR app. Not successful in getting it running. Karen will email IT department.
* Gazebo repair – Jed Sawyer will be contacted for estimate on repairs.
1. Policies and Procedures
* Chris will update Gratuity Policy, Bylaws, and Tobacco use policy for April meeting

 IX. Old Business

-Record Retention – Need to find out from Brian Hildreth if records can be digitized

-Jan will get microfilms from town hall

-Jan Talbett will not be running for Trustee position in May election

 X. New Business

Next board meeting April 17, 2022 , 6 p.m.