WHITESVILLE PUBLIC LIBRARY

MONTHLY MEETING AGENDA

August 16, 2022

1. **Call to Order** 
   1. 6:03 PM meeting called to order
   2. Present: Jan, Chris, Karen, Rebekah, and Gay
2. **Public Comment**
   1. A message was read by Karen on behalf of the Whitesville Girl Scout troop who asked if they could help the library fundraise for a replacement playground at the library. This effort will help the girls in the troop earn their silver and bronze awards. Gay made a motion to partner with the Whitesville Girl Scouts to raise funds to replace the library’s playground equipment. Rebekah seconded the motion and all agreed.
3. **Accept Minutes – July 25, 2022**
   1. Rebekah made a motion to accept the minutes as presented, Chris seconded it and all agreed.
4. **Director’s Report**
   1. Discussion about the progress on the effort to change the Library Board member term from 5 years to 3 years. There has been progress, but no resolution yet. This change may help attract more people to serve on the library board. Chris made a motion to continue with this effort, Jan seconded it and all agreed.
   2. It was reported that the Magician program that was held on Friday, August 12 at 4 PM was successful. 61 people in attendance. Discussion ensued as to why this program had a high attendance. Reasons given- the time of the program, the location in the Firehall with the doors open, more people in town because of Bicentennial celebration.
   3. Jan made a motion to accept the Director’s Report, Gay seconded it and all agreed.
5. **Fundraising**
   1. Ice Cream Social review- 6 gallons of ice cream purchased at a cost of $23/gal from Shorts and 6 gallons were donated by the Bicentennial Comm. Only 2.5 gallons leftover. It was brought up that the smaller bowls that Jan had donated worked best. 216 people were served ice cream. This effort raised $393.96 for Library programs!
   2. Fall Craft Show update- Saturday Sept 17, from 10 AM – 2 PM. Will be an outdoor show. 6 definite registrants so far (shoot for 20). Will ask Mama’s BBQ if want to set up a food truck for the event. If they refuse than will ask Whitesville store. Charitable groups can set up tables for free at the event. Rebekah will handle the vendor auction at 1:30 and Gay will manage the Bake Sale/Coffee table. Chris will buy water for vendors. Jan will organize the library crafts for kids. The event will be advertised in social media and by a flyer.
6. **Financial/Budget**
   1. July 2022 report- Report was reviewed with some clarifications. Gay made a motion to accept the report and Rebekah seconded and all agreed.
   2. Bills for review- A bill for mowing three times for $120 was presented. Rebekah made a motion to pay it and Chris seconded it and all agreed.
   3. CD Maturity- Discussion continued (from July meeting) on this topic. CD matures on August 26, 2022. Needs for 2022-23 include an audit for $2500, sidewalk repair for $0 (gratis from Payne and Sons Builders), playground replacement for $0 (at this time), Funds to balance the budget without asking for more than the 2% for taxes is $4285 approx. Rebekah made a motion to keep out $8000 for capital improvements and budget balancing and to place $25000 in a 2 year cd. Chris seconded it and all agreed. It was noted that when cd matures, we might want to consider using another bank. This way we can ask for donations from 2 banks.
7. **Building and Maintenance**
   1. Trash Pickup- Caleb secured permission to use the school dumpsters for the library trash. Gay will pick up trash from Library on Tuesdays or Wednesdays.
   2. Custodial Services-Custodial has changed her hours to be Thursday from 5-7 PM to accommodate her schedule
8. **Policy and Procedures**
   1. It was discussed that by the September meeting everyone should read over the Operating Policies – Part II of Handbook (red binder) and be ready to discuss updates needed for this section
   2. All present signed Disclosure agreements for serving on the Library Board
9. **Old Business**
   1. Craft Class for August 24 from 6-8 PM planned. A few other classes are in the works.

1. **New Business**
   1. Library Trustee Handbook, Duties and Responsibilities was handed out. Chris thanked everyone for their service
   2. Annual Trustee Continuing Education-3 to 4 hours of continuing ed is required for each Library board member each year. STLS does quarterly online meetings that count towards earning this credit. They also offer face to face classes. We can arrange for STLS staff to come to the library for one hour worth of training also. Karen will make sure to forward this information to the board members.
   3. Library Interior Design Discussion- Chris asked the board to name spaces tht they would like to see in the library- answers included-spaces for programs, space for chilling, space for a cozy corner. Gay volunteered to help strategize with Jan assisting
   4. Public Survey Development – Questions for a survey were discussed. Gay will develop a survey template to present to the next meeting for discussion.
   5. Next meeting: Sept 20, 2022 6 p.m.
2. **Adjourn Meeting** at 7:43 PM