**Whitesville Public Library**

**Sept. 20, 2022**

**Meeting Minutes**

Present: Karen, Chris, Caleb, Jan, Rebekah, Gay

1. Meeting called to order at 6:03 PM
2. No public comment took place
3. Chris made a motion to accept the August minutes as presented and Rebekah seconded. The minutes were accepted by unanimous approval
4. Director’s Report
   1. Director has received notice from Lori (the bookkeeper) that her rates will raise from $280/month to $290/month. Discussion resulted in the conclusion that this rate hike is acceptable for the services rendered.
   2. Brian and Lori were invited to the October Board meeting. They will be available for budget questions and, also to help Board members earn continuing education credits. A total of 1 credit could be earned by the Board members preset.
   3. Discussion on snow removal. In the past someone who needed to complete community service has done. Caleb will check to see if Gavin would be interested in doing this as a community service assignment. If not, Gay made a motion to offer to pay $25./hr for snow removal, Caleb seconded and approval was given unanimously.
   4. Adult Programming update: All appropriated money for adult programming should be used up this year.
   5. Playground Fundraising: The Girl Scouts cannot start fundraising yet and have questions about it. Karen and Chris will work with the Girl Scouts to resolve questions
   6. Chris will talk to Brian about requirements for purchasing and installing a new playground so that we can start to create a budget for this.
   7. Gazebo Wedding- There has been a request for a wedding ceremony at the Gazebo on Halloween. We have been told the service should take about 1 hour. There was discussion that the ceremony cannot interfere with Whitesville trick or treating which begins at 6 pm, and about clean up, and making sure rules are followed- like not alcohol or tobacco products, etc……. Karen will ask Brian if there is a template of a facility use form that they would recommend. Discussion about whether to charge a fee ensued and it was decided not to charge a fee to locals. Chris made a motion that Whitesville citizens could use Library facilities at no charge with a waiver, Jan seconded and it was approved unanimously.
   8. Karen’s son has donated some original art to be used as a raffle fundraiser for the new playground. It was decided that a raffle would take place and 1st to pick up would get first choice, etc. Rebekah made a motion to support this raffle and Gay seconded it with unanimous approval.
   9. Caleb made a motion to accept the Director’s Report, Rebekah seconded and it was approved unanimously.
5. Fundraising
   1. Fall Craft Show Revenue:

345 vendor fees

22 books and coffee sales

245 Chinese auction

652 subtotal

- 40 cash box cash

612 subtotal

-70 port-a-potty

**$542 Profit from Fall Vendor Show**

Not a huge attendance (there was a local wedding and funeral on this same day). Chris does not recommend that we hold one next year. Keep the Spring Vendor Fair on the Saturday before Mother’s Day (5/13/23) in the Fire Hall. Chris will talk to Karen about additional thank you notes needed.

1. Financial/Budget
   1. A motion was put forth by Jan to accept the Sept. financial report. It was seconded by Gay and approved unanimously
   2. Bills for review: Angela Boyd for mowing 3 times for $120.00. Gay made the motion to accept this bill and Rebekah seconded and it was approved unanimously.
2. Building and Maintenance
   1. Snow Removal was covered earlier in the meeting under the Director’s Report
   2. Sidewalk renovation: Payne builder and sons are still on board to donate this repair. There is no update on timing.
   3. Library Interior Design Discussion: There is no update from Gay. She will draw up scale drawings to help to plan. Chris and Karen had discussed that there was not programming space in the library and that maybe the conference room could be redesigned for this purpose. The conference table and chairs are too large and might be sold to purchase fold up tables to serve the many configurations of seating needed for the variety of programming. A discussion about the technology space took place. One desktop has a special program that services the blind and the laptops are all from a grant and disposal of any of the computers have to be handled a certain way. Chris will get in touch with Ken to find out how we get rid of old technology. Gay found a source for comfy chairs that she will investigate.
3. Policy and Procedure
   1. Operating Policies (II) were reviewed and revised in the meeting. Chris will type up corrections and email them to us for review.
4. Old Business
   1. Public Survey: The first draft of the survey was reviewed. Discussion resulted in a change to the last question. Gay will type it up with these changes and bring to next meeting. It was decided that the survey should be available on the library’s website with links to it from the Facebook page and to the email list that Library has. There will also be hard copies available
5. New Business
   1. An update on the Programs and Events policy that they need to be kept to no more than 2 hours. In reality, this does not work and want leeway to go longer. It was agreed that this was a reasonable request.
   2. Oct 7, 2022 STLS Annual meeting in Painted Post. Any board member who is interested should contact Karen. Chris and Rebekah expressed interest in attending.
6. Meeting adjourned at 7:25 PM. Chris made the motion and Gay seconded and all approved.

Next meeting October 18, 2022 at 6 PM