**WHITESVILLE PUBLIC LIBRARY May 16, 2023 Meeting Minutes**

Present: Alice Schlichting, Karen Smith, Chris Lukacz, Gay Thistle, Caleb Cutler (arrived at 6:40)

1. The meeting was called to order by Gay 6:04 PM
2. **Accept Minutes** –Discussion on corrections to minutes were made by Chris and a motion to accept the minutes as corrected was made by Chris and seconded by Alice and all agreed.
3. **Director’s Report** was submitted. Discussion on Director’s report included:
	1. The Board approved Karen not attending the June 9th STLS conference. No one else on the Board were available to attend.
	2. Karen suggested that we set up a tome capsule for the 100 Year Anniversary. The board agreed that this was a good idea. We had a discussion on the vessel to use. Chris will contact a funeral home to ask for suggestions for a vessel. We discussed the purchases made by Karen of materials to help populate the time capsule with documents from our time.
	3. Gay made a motion to accept the Director’s Report. As submitted, Alice seconded it and all agreed.
4. **Fundraising**
5. Spring Vendor show and Bake Sale Chris reported on th event. All in all a good one. There was less attendance than past years but there were competing events in Angelica and other towns and the weather was beautiful! (Rain helps get more people). It was reported from vendor surveys that the layout was good but there was not enough traffic. However, most will return next year. The air conditioning in the Firehall was too cold and we needed more advertising. Profits were reported as such: Auction $200., Food and Bake sale- $470.50 and vendor fees - $425. For a total of $1095.50!!
6. Book Sale- June 10, 2023 from 9 AM- 3 PM. Caleb agreed to cook up leftover hamburgers and ham and cheese from Spring Vendor Sale. We will need more rolls, cheese and maybe hotdogs and rolls
7. Garden Tour July 29 from 10-2- Contact has been made to the gardeners. Set up will begin at 8 AM
8. Ice Cream Social date- August 16, 2023
9. **Financial/Budget**
10. The May 2023 report was presented. . Chris made the motion to accept the May financial report, Caleb seconded and all agreed.
11. Bills for review- no bills for review
12. **Building and Maintenance**
13. Playground Replacement-It was brought up that we may have to hire a professional playground installer. The town and the school have both run into problems with their equipment and installation. Karen will look into it more.
14. **Policy and Procedures**
15. Audit Suggestion: Brian from STLS has suggested that we may want to do a review of our finances every 2 years and an audit on the 3rd year. This may save us money in the long run. Karen will ask Bysiek for a quote of the cost to proceed in this manner. A motion to approve this task was made by Caleb and seconded by Gay and all approved.
16. Director Personnel Evaluation Form update- A blank will be produced for the Policy Manual
17. Director Personnel Evaluation 2023- Gay will prepare envelopes for each Board member for the June meeting that contain a evaluation form for the Director. Her review is scheduled for August. Each Director should fill it out anonymously and either bring iot seled to the Library of bring it to the July meeting.
18. **Old Business- none**
19. **New Business-**
	1. Gay made the motion to change the June meeting date from June 20 to June 13 since it was likely we would not have a quorum at the June 20 meeting. Caleb seconded it and all approved.
20. Caleb made a motion to adjourn the meeting at 7:24 PM and Alice seconded it, and all agreed.
21. Adjournment: A motion was put forth by Caleb to adjourn the meeting at 7:21. Alice seconded it and all agreed.